



TOWN OF COLMA *Engineering & Public Works*

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September 30, 2017

Mr. Bruce H.
Wolfe Executive
Officer

San Francisco Bay Regional Water Quality
Control Board 1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Town of Colma
FY 2016/17 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the Town of Colma pursuant to Permit Provision C.17.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2015- 0049, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of compliance activities conducted during FY 2016/17 and related accomplishments.

Please contact me or my staff at 650-757-8888 if you have any questions or concerns.

Sincerely,

Brad Donohue,
Director of Public Works

cc: File

Town of Colma
FY 2016/17 ANNUAL REPORT

Certification Statement

"I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted, is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Duly Authorized Representative:



Brad Donohue, Director of Public Works



Date

Permittee Name: Town of Colma

Table of Contents

Section	Page
Section 1 – Permittee Information.....	1-1
Section 2 – Provision C.2 Municipal Operations	2-1
Section 3 – Provision C.3 New Development and Redevelopment	3-1
Section 4 – Provision C.4 Industrial and Commercial Site Controls	4-1
Section 5 – Provision C.5 Illicit Discharge Detection and Elimination	5-1
Section 6 – Provision C.6 Construction Site Controls.....	6-1
Section 7 – Provision C.7 Public Information and Outreach	7-1
Section 9 – Provision C.9 Pesticides Toxicity Controls	9-1
Section 10 – Provision C.10 Trash Load Reduction.....	10-1
Section 11 – Provision C.11 Mercury Controls	11-1
Section 12 – Provision C.12 PCBs Controls	12-1
Section 13 – Provision C.13 Copper Controls.....	13-1
Section 15 – Provision C.15 Exempted and Conditionally Exempted Discharges	15-1

Section 1 – Permittee Information

Background Information				
Permittee Name:	Town of Colma			
Population:	1,792 (2010 Census)			
NPDES Permit No.:	CAS612008			
Order Number:	R2-2015-0049			
Reporting Time Period (month/year):	July 2016 through June 2017			
Name of the Responsible Authority:	Brad Donohue	Title:	Director of Public Works	
Mailing Address:	1188 El Camino Real			
City:	Colma	Zip Code:	94014	County: San Mateo
Telephone Number:	650-757-8888	Fax Number:	650-757-8890	
E-mail Address:	Brad.donohue@colma.ca.gov			
Name of the Designated Stormwater Management Program Contact (if different from above):	Muneer Ahmed	Title:	Associate Engineer	
Department:	Engineering			
Mailing Address:	1188 El Camino Real			
City:	Colma	Zip Code:	94014	County: San Mateo
Telephone Number:	650-757-8888	Fax Number:	650-757-8890	
E-mail Address:	muneer.ahmed@colma.ca.gov			

Section 2 – Provision C.2 Reporting Municipal Operations

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary:

The Town conducted the following municipal operation activities within the reporting year:

1. Participated in the SMCWPPP Public Works Municipal Maintenance Subcommittee.
2. Inspections and Maintenance of Corporation Yard BMP.
3. Street Sweeping of the Town's roadway network;
4. Inspection and cleaning of storm drain inlets;
5. Screening of Town's SD System for illicit discharges.
6. Trash Hot Spot Cleanup.
7. Inspection and replacement of storm drain inlet markers ("No Dumping, Flows to Bay), as needed.

Refer to the C.2 Municipal Operations section of the Program's FY 16-17 Annual Report for a description of activities implemented at the countywide and/or regional level.

C.2.a. ► Street and Road Repair and Maintenance

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

Y	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
Y	Control of concrete slurry and wastewater, asphalt, pavement cutting, and other street and road maintenance materials and wastewater from discharging to storm drains from work sites.
Y	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments: The Town's maintenance staff uses CASQA's Municipal Maintenance Handbook for implementation of applicable BMPs.

C.2.b. ► Sidewalk/Plaza Maintenance and Pavement Washing

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

Y	Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater
Y	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs

Comments: NA

C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

Y	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
Y	Control of discharges from graffiti removal activities
NA	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
Y	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal
Y	Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
Y	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.

Comments: There are no bridges within the Town of Colma. Graffiti is painted over and not removed by power washing, so there is no associated waste generated. Graffiti abatement is done by municipal staff and not contracted out. BASMAA's Mobile Surface Cleaner Program BMP's are used.

C.2.e. ► Rural Public Works Construction and Maintenance

Does your municipality own/maintain rural ¹ roads:	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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If your answer is **No** then skip to **C.2.f.**

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

NA	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas
NA	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources
NA	No impact to creek functions including migratory fish passage during construction of roads and culverts
NA	Inspection of rural roads for structural integrity and prevention of impact on water quality
NA	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion
NA	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate
NA	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings

Comments including listing increased maintenance in priority areas: The Town does not own or maintain rural roads.

¹Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

C.2.f. ► Corporation Yard BMP Implementation	
Place an X in the boxes below that apply to your corporations yard(s):	
<input type="checkbox"/>	We do not have a corporation yard
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input checked="" type="checkbox"/>	We have a Stormwater Pollution Prevention Plan (SWPPP) for the Corporation Yard(s)
Place an X in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type NA in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:	
<input checked="" type="checkbox"/>	Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
<input checked="" type="checkbox"/>	Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
<input checked="" type="checkbox"/>	Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
<input checked="" type="checkbox"/>	Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used
<input checked="" type="checkbox"/>	Cover and/or berm outdoor storage areas containing waste pollutants
Comments: Town staff conducts routine inspection of the Corp Yard prior to and at the end of rainy season.	
If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:	

FY 2016 - 2017 Annual Report
Permittee Name: Town of Colma

Section 2 – Provision C.2 Reporting Municipal Operations

Corporation Yard Name	Corp Yard Activities w/ site-specific SWPPP BMPs	Inspection Date²	Inspection Findings/Results	Re-Insepection Date	Date and Description of Follow-up and/or Corrective Actions
Town of Colma Corporation Yard (601 F Street)	General housekeeping	9/30/2016	Trash and recycling container lids were found to be open during the inspection. In compliance.	6/19/2017	Maintenance Supervisor met and discussed with staff to keep container lids closed when not in use. Action completed 9/30/2016. No action required.
Town of Colma Corporation Yard (601 F Street)	Vehicle and Equipment Washing	9/30/2016	Equipment wash area (which is bermed to prevent run-off into the parking lot and the SD system) was found not cleaned up after the wash event. The plug in the berm in the wash area was found to be loose.	6/19/2017	Maintenance Supervisor met and discussed with staff to clean up the area after every event. No discharge/potential discharge into the SD system. Action completed 9/30/2016. Re-inspected on 6/21/2017 and found in compliance. The plug was re-installed.
Town of Colma Corporation Yard (601 F Street)	Vehicle and Equipment Maintenance & Repair	9/30/2016	In compliance.	6/19/2017	No action required.
Town of Colma Corporation Yard (601 F Street)	Municipal Vehicle, Heavy Equipment, and Employee Parking	9/30/2016	In compliance.	6/19/2017	No action required.
Town of Colma Corporation Yard (601 F Street)	Waste and Recycling Storage	9/30/2016	In compliance.	6/19/2017	No action required.
Town of Colma Corporation Yard (601 F Street)	Outdoor Material Storage	9/30/2016	In compliance.	6/19/2017	No action required.

² Minimum inspection frequency is once a year during September.

Section 3 - Provision C.3 Reporting New Development and Redevelopment

C.3.b.iv.(1) ► Regulated Projects Approved Prior to C.3 Requirements

(For FY 2016-17 Annual Report only) Does your agency have any Regulated Projects that were approved with no Provision C.3 stormwater treatment requirements under a previous MS4 permit and that did not begin construction by January 1, 2016 (i.e., that are subject to Provision C.3.b.i.(2))?		Yes	X	No
If yes, complete attached Table C.3.b.iv.(1).				

C.3.b.iv.(2) ► Regulated Projects Reporting

Fill in attached table **C.3.b.iv.(2)** or attach your own table including the same information.
 Table C.3.b.iv.(2) has been filled in.

C.3.e.iv. ► Alternative or In-Lieu Compliance with Provision C.3.c.

Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?	X	Yes		No
Comments (optional): The Town has not received any projects requesting alternative or in-lieu compliance. The Town may decide to allow alternative compliance in the future on a case-by-case basis and after making a determination of whether alternative compliance is available/feasible.				

Permittee Name: Town of Colma

C.3.e.v. ► Special Projects Reporting

1. In FY 2016-17, has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii.(2) for any of the three categories of Special Projects (Categories A, B or C)?		Yes	X	No
2. In FY 2016-17, has your agency granted final discretionary approval to a Special Project? If yes, include the project in both the C.3.b.iv.(2) Table, and the C.3.e.v. Table.		Yes	X	No
NA – The Town of Colma has not received any permit applications for a project that has been identified as a potential Special Project.				

C.3.h.v.(2) ► Reporting Newly Installed Stormwater Treatment Systems and HM Controls (Optional)

On an annual basis, before the wet season, provide a list of newly installed (installed within the reporting year) stormwater treatment systems and HM controls to the local mosquito and vector control agency and the Water Board. The list shall include the facility locations and a description of the stormwater treatment measures and HM controls installed.
See attached Table C.3.h.v.(2) for a list of newly installed Stormwater Treatment Systems/HM Controls.

C.3.h.v.(3)(a)–(c) and (f) ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

Site Inspections Data	Number/Percentage
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the previous fiscal year (FY15-16)	5
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the reporting period (FY 16-17)	6
Total number of Regulated Projects (including offsite projects, and Regional Projects) for which O&M verification inspections were conducted during the reporting period (FY 16-17)	6
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 16-17)	100% ³

³ Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year (FY 15-16), per MRP Provision C.3.h.ii.(6)(b).

C.3.h.v.(3)(d)-(e) ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting

Provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary: Town staff conducted O&M inspections of all (100%) installed storm water treatment systems. Issues noted at one property were related to attrition of the property management and inspection requirements not conveyed to new staff. Town staff met with new manager and their environmental compliance team to review and discuss these maintenance requirements and to suggest incorporation of this requirement in the property SOP's. This year Town staff also required and received a 3rd party inspection report for the vault based treatment system. Conducting regular and more frequent inspections than what's required by the permit allows staff to ensure that property managers are aware of this annual obligation.

Provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).

Summary: The O&M program is highly effective in identifying issues with installed stormwater treatment facilities, and ensuring that systems retain their treatment effectiveness and do not become forgotten by the property owner. Town staff conducts more frequent inspections than what's required by the permit to ensure continuity of this maintenance obligation. In addition, the program is effective in identifying design and construction issues early in the process by reviewing plans at entitlement stages for conformance with standards, and routine installation inspections during construction to identify potential issues which can be avoided in future installations. Inspectors and development reviewers coordinate to build and share knowledge about C.3 systems.

C.3.h.v.(4) ► Enforcement Response Plan

<i>(For FY 2016-17 Annual Report only)</i> Has your agency completed an Enforcement Response Plan for all O&M inspection of stormwater treatment measures by July 1, 2017?	X	Yes		No
If No, provide schedule for completion: NA				

C.3.i. ► Required Site Design Measures for Small Projects and Detached Single Family Home Projects

On an annual basis, discuss the implementation of the requirements of Provision C.3.i, including ordinance revisions, permit conditions, development of standard specifications and/or guidance materials, and staff training.

Summary: BASMAA prepared standard specifications in four fact sheets regarding the site design measures listed in Provision C.3.i, as a resource for Permittees. We have modified local ordinances/policies/procedures and forms/checklists to require all applicable projects approved after December 1, 2012 to implement at least one of the site design measures listed in Provision C.3.i.

C.3.j.i.(5)(a) ► Green Infrastructure Framework or Work Plan

<i>(For FY 2016-17 Annual Report only)</i> Was your agency's Green Infrastructure Framework or Work Plan approved by the agency's governing body, mayor, city manager, or county manager by June 30, 2017?	X	Yes, approval documentation attached	No
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If Yes, describe approval process and documentation:
 The City Council of the Town of Colma approved a work plan to develop a green infrastructure plan in accordance with Provision C.3.J of the Municipal Regional Permit per Resolution No. 2017-22, adopted on May 10, 2017. A copy of this Resolution, Staff report and GI Plan are attached at the end of this Report.

C.3.j.i.(5)(d) ► Green Infrastructure Outreach

On an annual basis, provide a summary of your agency's outreach and education efforts pertaining to Green Infrastructure planning and implementation.

Summary: The Green Infrastructure (GI) Workplan was approved by City Council on May 10, 2017 (Resolution No. 2017-22). The agenda packet included a detailed staff report, explaining the background of the GI Workplan and the new GI Planning requirements in the MRP, as well as the GI Workplan itself. The Town's stormwater coordinator and planning staff provided a powerpoint about the GI Workplan, which explained what green infrastructure was, and what the regulatory requirements were. City Council members had the opportunity during this presentation to ask questions about green infrastructure and the GI Workplan. City Council were already somewhat familiar with bioretention areas, as several were installed along Hillside Boulevard as a pilot project.
 Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of outreach efforts implemented by the Program.

C.3.j.ii.(2) ► Early Implementation of Green Infrastructure Projects

On an annual basis, submit a list of green infrastructure projects, public and private, that are already planned for implementation during the permit term and infrastructure projects planned for implementation during the permit term that have potential for green infrastructure measures. Include the following information:

- A summary of planning or implementation status for each public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. (see C.3.j.ii.(2) Table B - Planned Green Infrastructure Projects).
- A summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. For any public infrastructure project where implementation of green infrastructure measures is not practicable, submit a brief description of the project and the reasons green infrastructure measures were impracticable to implement (see C.3.j.ii.(2) Table A - Public Projects Reviewed for Green Infrastructure).

Background Information: The Town of Colma utilized the procedure outlined in the BASMAA "Guidance for Identifying Green Infrastructure Potential in Municipal Capital Improvement Program Projects" (May 6, 2016) to identify and review potential green infrastructure projects from the list of Capital Improvement Projects. Several projects were identified as having a potential for Green Infrastructure based on the preliminary screening, and feasibility will be reviewed in greater depth as the projects progress.

Summary of Planning or Implementation Status of Identified Projects:
See attached Tables C.3.j.ii.(2)-A and C.3.j.ii.(2)-B for the required information.

C.3.j.iii.(2) ► Participate in Processes to Promote Green Infrastructure

On an annual basis, report on the goals and outcomes during the reporting year of work undertaken to participate in processes to promote green infrastructure.

Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of efforts conducted to help regional, State, and federal agencies plan, design and fund incorporation of green infrastructure measures into local infrastructure projects, including transportation projects.

C.3.j.iv.(2) ► Tracking and Reporting Progress

On an annual basis, report progress on development and implementation of methods to track and report implementation of green infrastructure measures and provide reasonable assurance that wasteload allocations for TMDLs are being met.

Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of methods being developed to track and report implementation of green infrastructure measures.

C.3.b.iv.(1) ► List of Regulated Projects Approved Prior to C.3 Requirements			
Project Name Project No.	Project Location ⁴ , Street Address	Type of Stormwater Treatment Required ⁵	Type of Exemption Granted ⁶
None	NA	NA	NA

⁴ Include cross streets

⁵ Indicate the stormwater treatment system required, if applicable

⁶ Indicate the type for exemption, if applicable. For example, the project was previously approved with a vesting tentative map, or the Permittee has no legal authority to require changes to previously granted approvals (such as previously granted building permits).

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 1) – Projects
 Approved During the Fiscal Year Reporting Period**

Project Name Project No.	Project Location ⁷ , Street Address	Name of Developer	Project Phase No. ⁸	Project Type & Description ⁹	Project Watershed ¹⁰	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft ²) ¹¹	Total Replaced Impervious Surface Area (ft ²) ¹²	Total Pre- Project Impervious Surface Area ¹³ (ft ²)	Total Post- Project Impervious Surface Area ¹⁴ (ft ²)
Private Projects											
Veterans Village – Mercy Housing	1672-1690 Mission Road	Mercy Housing	NA	Multi-family residential - 66 affordable housing residential units and preservation of a historic pump building	Colma Creek	2.23	2.23	56,004	0	12,611	68,165
Tealdi Project	B street	B Street Colma LLC	NA	Single family Home Subdivision on existing Green House Site	Colma Creek	0.75	0.75	0	18,630	32,500	18,630
Public Projects											
None	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Comments:											

⁷Include cross streets

⁸If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

⁹Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

¹⁰State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

¹¹All impervious surfaces added to any area of the site that was previously existing pervious surface.

¹²All impervious surfaces added to any area of the site that was previously existing impervious surface.

¹³For redevelopment projects, state the pre-project impervious surface area.

¹⁴For redevelopment projects, state the post-project impervious surface area.

C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Application Deemed Complete Date ¹⁵	Application Final Approval Date ¹⁶	Source Control Measures ¹⁷	Site Design Measures ¹⁸	Treatment Systems Approved ¹⁹	Type of Operation & Maintenance Responsibility Mechanism ²⁰	Hydraulic Sizing Criteria ²¹	Alternative Compliance Measures ^{22/23}	Alternative Certification ²⁴	HM Controls ^{25/26}
Private Projects										
Veterans Village – Mercy Housing	10/08/2016	11/09/2016	No Dumping! Flows to Bay"	Runoff from roof area, sidewalks, walkways, patios, driveways and/or uncovered parking lots onto vegetated area	Bioretention areas	Stormwater O&M agreement with property owner	2.c	NA	NA	NA
Tealdi Project	03/21/2016	11/09/2016	No Dumping! Flows to	Runoff from roof area, sidewalks,	Bioretention areas	Stormwater O&M agreement with property owner	3	NA	NA	NA

¹⁵For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

¹⁶For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

¹⁷List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

¹⁸List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

¹⁹List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

²⁰List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

²¹See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

²²For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

²³For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

²⁴Note whether a third party was used to certify the project design complies with Provision C.3.d.

²⁵If HM control is not required, state why not.

²⁶If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 2) – Projects Approved During the Fiscal Year Reporting Period

Project Name Project No.	Application Deemed Complete Date ¹⁵	Application Final Approval Date ¹⁶	Source Control Measures ¹⁷	Site Design Measures ¹⁸	Treatment Systems Approved ¹⁹	Type of Operation & Maintenance Responsibility Mechanism ²⁰	Hydraulic Sizing Criteria ²¹	Alternative Compliance Measures ^{22/23}	Alternative Certification ²⁴	HM Controls ^{25/26}
			Bay"	walkways, patios, driveways and/or uncovered parking lots onto vegetated area						
Private Projects										
None	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments: NA										

C.3.h.v.(2) ► Table of Newly Installed²⁷ Stormwater Treatment Systems and Hydromodification Management (HM) Controls (Optional)

Name of Facility	Address of Facility	Party Responsible ²⁸ For Maintenance	Type of Treatment/HM Control(s)
Hills of Eternity (Cemetery)	1299 El Camino Real, Town of Colma, CA	Hills of Eternity Jewish Cemeteries of San Francisco	Bioretention Facility

²⁷ "Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.

²⁸State the responsible operator for installed stormwater treatment systems and HM controls.

C.3.e.v. ► Special Projects Reporting Table												
Reporting Period – July 1 2016 - June 30, 2017												
Project Name & No.	Permittee	Address	Application Submittal Date ²⁹	Status ³⁰	Description ³¹	Site Total Acreage	Gross Density DU/Acre	Density FAR	Special Project Category ³²	LID Treatment Reduction Credit Available ³³	List of LID Stormwater Treatment Systems ³⁴	List of Non-LID Stormwater Treatment Systems ³⁵
None	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

²⁹Date that a planning application for the Special Project was submitted.

³⁰ Indicate whether final discretionary approval is still pending or has been granted, and provide the date or version of the project plans upon which reporting is based.

³¹Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

³² For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

³³For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

³⁴: List all LID stormwater treatment systems proposed. For each type, indicate the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project’s drainage area.

³⁵List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project’s drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency or received certification issued by a government agency, and reference the applicable criteria or certification.

Special Projects Narrative:

No Special Projects

C.3.j.ii.(2) ► Table A - Public Projects Reviewed for Green Infrastructure

Project Name and Location ³⁶	Project Description	Status ³⁷	GI Included? ³⁸	Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement ³⁹
Hillside Blvd Roadway Improvements Phase II & III	Roadway rehabilitation, sidewalk, safety and drainage improvements along with landscaping additions and enhancements.	Reevaluating landscaping to incorporate GI water conservation features, where feasible.	TBD	Phase 1 of this project was constructed in 2015 included green infrastructure features (bioretention areas). GI potential for Phase II and III will be evaluated as part of the project design.
Corporation Yard Improvements	Change rollup doors, HVAC system upgrades, construct car wash	All work has been installed, Car Wash has been postponed to future years	TBD	FY 16-17 to 17-18: only funded for upgrading doors. May have GI potential if site improvements/car wash are constructed in future years
Mission Road Improvements	Conceptual Study for roadway rehabilitation, sidewalk improvements, and beautification	Will begin design work in later part of 2017	TBD	Project is being evaluated for GI improvements, researching funding opportunities to help support GI efforts.
Serramonte Blvd / Collins Ave Master Plan	A combined project studying Serramonte Blvd. and Collins Ave to improve upon vehicle, pedestrian, bicycle safety, incorporate sustainable features in landscaping, water usage and energy and a detailed economic analysis of these commercial corridors.	Selected a consultant through the RFP process, will start negotiating agreement and City council approval	TBD	Incorporation / Feasibility of GI features will be evaluated in the study

³⁶ List each public project that is going through your agency's process for identifying projects with green infrastructure potential.

³⁷ Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.

³⁸ Enter "Yes" if project will include GI measures, "No" if GI measures are impracticable to implement, or "TBD" if this has not yet been determined.

³⁹ Provide a summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. If review of the project indicates that implementation of green infrastructure measures is not practicable, provide the reasons why green infrastructure measures are impracticable to implement.

C.3.j.ii.(2) ► Table B - Planned and/or Completed Green Infrastructure Projects

Project Name and Location ⁴⁰	Project Description	Planning or Implementation Status	Green Infrastructure Measures Included
Hillside Blvd Roadway Improvements (Phase 1)	Roadway rehabilitation, sidewalk improvements and beautification	Completed	This project was completed in 2015 and included green infrastructure features (bioretention/rain gardens areas).

⁴⁰ List each planned (and expected to be funded) public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. Note that funding for green infrastructure components may be anticipated but is not guaranteed to be available or sufficient.

Section 4 – Provision C.4 Industrial and Commercial Site Controls

Program Highlights and Evaluation

Highlight/summarize activities for reporting year:

Summary: AA Activities for the reporting year are listed as below:

- Participating in the various SMCWPPP's CII Subcommittee meetings in response to the RB's January 30, 2017 C.4 and C.5 Compliance Letter
- Updating facilities list
- Updating BIP
- Updating ERP
- Conducting inspections

The Town has an agreement with the County Environmental Health Department (SMCEH) to perform business stormwater inspections for Food and Hazmat facilities. Town staff also performs routine and follow up inspections of commercial business (including those which are not considered Food or Hazmat facilities). Town is considering various alternatives for inspections which may include using contractors /consultants after contract with SMCEH expires in December 2017.

Refer to the C.4. Industrial and Commercial Site Controls section of the SMCWPPP FY 16-17 Annual Report for a description of Program activities.

C.4.b.iii. ► Potential Facilities List

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

A Potential Facilities List is shown below:

List of Potential Industrial and Commercial Facilities (Total 117 facilities)

STREET NUMBER	STREET NAME	SUITE NO.	NAME	Business Type	Category	Priority
205	COLLINS		Peninsula Reflections	Residential Care for the Elderly	FOOD	M
245	COLLINS		PRECISION AUTO DETAILING	Auto Detailing & Reconditioning	HAZMAT	M
245	COLLINS		Enterprise Rent A Car Co. of San Francisco	Car Rental	OTHER	M
248	COLLINS		Standard Plumbing Supply	Wholesale/Retail Plumbing, HVAC, Heating, Irrigation and Hardware Supplies	OTHER	M
480	COLLINS	A	A-1 RHINO LININGS	Truck Accessories	HAZMAT	L
480	COLLINS	D	A & D Glass Depot, Inc.	Window, Glass & Aluminum	OTHER	L
480	COLLINS	H	Ayoob Mechanical, Inc.	Plumbing	OTHER	L
480	COLLINS	E	Unique Auto Group Inc dba Unique Auto Reconditioning	Auto Reconditioning	OTHER	L
480	COLLINS	E	Unique Auto Group Inc dba Kwicksilver Wheel Repair	Wheel Repair/Powder Coating	OTHER	L
480	COLLINS	B	Western Awnings & Canvas		OTHER	L
480	COLLINS	F	Mega Chef Equipment, Inc.		OTHER	L
480	COLLINS	G	T-shirt fever	Wholesale Imprinted Sportswear	OTHER	L
480	COLLINS	I	California Pacific Limousine	Livery	OTHER	L
1000	COLLINS		CHRISTY VAULT CO		HAZMAT	H
1500	COLLINS		Hyundai of Serramonte		HAZMAT	M
1500A	COLLINS		Nissan of Serramonte		HAZMAT	M
2	COLMA BLVD		SOUTHWEST CONCESSIONS KB	Food Sales	FOOD	M
2	COLMA BLVD		THE HOME DEPOT #639	Retail Sales-Building and Home Improvement	HAZMAT	M
11	COLMA BLVD		HONEY BAKED HAM	Retail	FOOD	M
31	COLMA BLVD		FedEx Office & Print Services #4098	Retail Sales and Print Services	OTHER	L
45	COLMA BLVD		MANILA EATERY	Filipino Restaurant	FOOD	M
91	COLMA BLVD		Southwest Concessions, Inc.	Food Sales	FOOD	M

FY 2016-2017 Annual Report
Permittee Name: Town of Colma

Section 4 – Provision C.4 Industrial and Commercial Site Controls

91	COLMA BLVD		THE HOME DEPOT #6655	Retail Sales-Building and Home Improvement	HAZMAT	M
111	COLMA BLVD		Golden Gate Restaurant Group	Quick Service Restaurant	FOOD	M
200	COLMA BLVD		Pacific Sales Kitchen & Bath Center, LLC #873	Retail Sales	OTHER	L
1000	EL CAMINO REAL		WOODLAWN MEMORIAL PARK	Cemetery and Funeral	OTHER	M
1030	EL CAMINO REAL		Flowerland Florist	Retail Florist	OTHER	L
1051	EL CAMINO REAL		ETERNAL HOME CEMETERY	Cemetery	OTHER	M
1100	EL CAMINO REAL		GREENLAWN MEMORIAL PARK	Cemetery	OTHER	M
1148	EL CAMINO REAL		MEMORIAL PARK, GREEK ORTHODOX	Cemetery	OTHER	M
1150	EL CAMINO REAL		Paul's Flowers Corporation	Florist	OTHER	L
1171	EL CAMINO REAL		Salem Memorial Park	Cemetery	OTHER	L
1174	EL CAMINO REAL		ART IN STONE	Monument Dealer	OTHER	M
1201	EL CAMINO REAL		All County Cremation Services, Inc	Cremation Service Membership	OTHER	M
1232	EL CAMINO REAL		Bhakhri Veterinary Group Inc., dba Colma Animal Hospital	Veterinary Hospital	OTHER	L
1250	EL CAMINO REAL		Lester's Flower Shop	Florist	OTHER	L
1299	EL CAMINO REAL		HOME OF PEACE CEMETERY	Cemetery	OTHER	M
1301	EL CAMINO REAL		Hills of Eternity Memorial Park	Cemetery	OTHER	L
1351	EL CAMINO REAL		American Monumental Co., Inc.	Monument Fabrication and Sales	OTHER	M
1360	EL CAMINO REAL		Colma Floral Shop	Retail Florist	OTHER	L
1361	EL CAMINO REAL		Sutter Granite & Marble, Inc	Granite - Headstones & Monuments	OTHER	L
1370	EL CAMINO REAL		CYPRESS LAWN CEMETERY	Cemetery	OTHER	M
1900	EL CAMINO REAL		PUBLIC STORAGE	Self Storage	OTHER	M
7600	EL CAMINO REAL		V. Fontana and Co.	Granite Products (Memorials and Related Services)	HAZMAT	M
7651	EL CAMINO REAL		Star Smog Test	Smog Check	HAZMAT	M
7743	EL CAMINO REAL		SWEET DREAMS	Bakery	FOOD	M
7747	EL CAMINO REAL		Colma Cremation and Funeral Services	Funeral and Cremation	OTHER	M
435	F STREET		Torres Flowers	Floral Shop	OTHER	L
540	F STREET		Italian Cemetery, Inc.	Cemetery	OTHER	L

FY 2016-2017 Annual Report
Permittee Name: Town of Colma

Section 4 – Provision C.4 Industrial and Commercial Site Controls

601	F STREET		TOWN OF COLMA CORP YARD		HAZMAT	M
1300	HILLSIDE		Japanese Benevolent Society of California	Cemetery	OTHER	L
1450	HILLSIDE		Olivet Flower Shop	Flower Shop	OTHER	L
1601	HILLSIDE		OLIVET MEMORIAL PARK	Cemetery	OTHER	M
1700	HILLSIDE		LUCKY CHANCES CASINO	Cardroom	FOOD	M
1801	HILLSIDE		Serbian Cemetery / First Serbian Benevolent Society	Cemetery	OTHER	L
1900	HILLSIDE		ACME MEMORIAL	Monument Maker	OTHER	M
1901	HILLSIDE		Network Collision	Autobody Shop	HAZMAT	M
1905	HILLSIDE		Pet's Rest, Inc.	Crematory & Cemetery	OTHER	L
2001	HILLSIDE		CYPRESS GOLF COURSE	Golf Driving Range	OTHER	M
2005	HILLSIDE		Juan M. Haro	Landscape Maintenance	HAZMAT	M
2005	HILLSIDE		Golden Hill Monument	Cemetery Monument	OTHER	M
2099	HILLSIDE		Golden Hill Memorial Park, Inc.	Cemetery	OTHER	L
2101	HILLSIDE		Hoy Sun Memorial Cemetery, Inc.	Memorial Park	OTHER	L
2103	HILLSIDE		West Flowers	Nursery	OTHER	L
2103	HILLSIDE		Cass Hauling	Debris Cleanup	HAZMAT	M
2499	HILLSIDE		Baldocchi & Sons, Inc., dba Pacific Nurseries	Wholesale Ornamental Nursery	OTHER	L
2499	HILLSIDE		Madrigal Nursery	Cut Flowers	OTHER	L
2499	HILLSIDE		Rodriguez Fresh Farm	Agricultural	OTHER	L
2551	HILLSIDE		Segale & Cerini, Inc.	Landscape Contractor	HAZMAT	M
3601	JUNIPERO SERRA		Extra Space Storage	Self Storage Facility	OTHER	L
4915	JUNIPERO SERRA		BEVERAGES & MORE	Retail	FOOD	M
4931	JUNIPERO SERRA		MOMIJI JAPANESE RESTAURANT	Restaurant	FOOD	M
4935	JUNIPERO SERRA		ROUND TABLE PIZZA	Pizzeria	FOOD	M
5001	JUNIPERO SERRA		TARGET T0320	General Merchandise Retail Store	FOOD	M
5001	JUNIPERO SERRA		Garfield Beach CVS, L.L.C. dba CVS /pharmacy #16111	Pharmacy-Sale of Prescription Drugs	OTHER	M
5025	JUNIPERO SERRA		AAA Sizzle, Inc.	Restaurant	FOOD	H
1427	MISSION	B	Nubee Motors	Automotive Repair, Wheel and Tire Store	HAZMAT	M
1427	MISSION	E	MMM Enterprise dba Jemm Enterprise Inc.	Wholesale	OTHER	M
1427	MISSION	E	VMTc Enterprises	Distribution	OTHER	M

FY 2016-2017 Annual Report
Permittee Name: Town of Colma

Section 4 – Provision C.4 Industrial and Commercial Site Controls

1455	MISSION		Donohoe & Carroll Memorials	Memorial Maker	OTHER	M
1457	MISSION		Specialty Furniture Shop	Furniture Touch-Up Paint	HAZMAT	M
1465	MISSION		Auto Exotics	Auto Repair	HAZMAT	M
1500	MISSION		HOLY CROSS CEMETERY	Religious Cemetery	OTHER	M
1531	MISSION		Flip Home Staging	Interior Design	OTHER	M
1537	MISSION		F. Ferrando & Co.	Concrete Contractor	OTHER	M
1539	MISSION		Rose and Leona's Flower Shop	Florist	OTHER	M
1545	MISSION		Garden of Angels	Flower Shop	OTHER	L
1635	MISSION		LANDSCAPE CO	C-27 Landscape Contractor	OTHER	H
1635	MISSION		Molloy's Tavern	Tavern	FOOD	M
1635	MISSION		Graham Plastering	Interior/Exterior Plastering Home Administration in Pacifica- Storage Yard in Colma Only	HAZMAT	M
1675	MISSION		Pacific Supply	Retail Building Supplies	HAZMAT	M
1681	MISSION		ROYAL AUTO BODY SHOP	Auto Body Repair and Mechanics, Wheel Alignment, General Auto Repair	HAZMAT	H
1685	MISSION		Andy's Wheels & Tires	Wheel & Tire Sales & Installation	HAZMAT	M
1687	MISSION		IMAGE AUTO BODY	Auto Body Shop	HAZMAT	M
1690	MISSION		BACAS MACHINE SHOP	Automotive Machine Shop	HAZMAT	M
1690	MISSION		Bianchi Motors	Machine Shop	HAZMAT	M
1711	MISSION		JOHNS AUTOMOTIVE	Automotive Repair	HAZMAT	M
1715	MISSION		DITOS MOTORS	Auto Repair	HAZMAT	M
1733	MISSION		GENUINE AUTO CARE	Automotive Service and Repair	HAZMAT	M
1755	MISSION		CG Moving Company, Inc.	Professional Moving Services, Storage, Modular Furniture Installation	OTHER	M
1770	MISSION		CYPRESS LAWN CEMETERY		OTHER	M
1	SAND HILL		HILLSIDE LANDFILL		HAZMAT	H
445	SERRAMONTE		Dean Industrial Enterprises, Inc	Lubrication Equipment Sales and Installation	HAZMAT	M

FY 2016-2017 Annual Report
Permittee Name: Town of Colma

Section 4 – Provision C.4 Industrial and Commercial Site Controls

475	SERRAMONTE		SERRAMONTE ACURA	Auto Sales and Leasing	HAZMAT	M
485	SERRAMONTE		SERRAMONTE HONDA	Auto Sales and Leasing	HAZMAT	M
485	SERRAMONTE		West Coast All-Pro Auto Conditioning	Auto Reconditioning	HAZMAT	M
700	SERRAMONTE		LEXUS OF SERRAMONTE	Auto Sales and Leasing	HAZMAT	M
707	SERRAMONTE		SERRAMONTE SUBARU	Automobile Dealership	HAZMAT	M
711	SERRAMONTE		SERRAMONTE VOLKSWAGEN	Automobile Dealership	HAZMAT	H
735	SERRAMONTE		Dollar Tree #4429	Retail/Variety	FOOD	M
780	SERRAMONTE		Montalbano Inc. dba Stewart Chevrolet Cadillac Chrysler Dodge Jeep Ram	Auto Dealership	HAZMAT	H
800	SERRAMONTE		Precision Body Shop & Detail Inc.	Auto Detailing & Reconditioning	HAZMAT	M
970	SERRAMONTE		ONO HAWAIIAN BBQ	Quick Service Hawaiian Restaurant	FOOD	M
990	SERRAMONTE	D	CHIPOTLE MEXICAN GRILL #1187	Fast Casual Mexican Restaurant	FOOD	M
990	SERRAMONTE		POKE BOWL	Food	FOOD	M
990	SERRAMONTE		POPEYES LOUISIANA KITCHEN	Fast Food	FOOD	M
990	SERRAMONTE	A	Starbucks Coffee #14424	Retail Café	FOOD	M
999	SERRAMONTE		BWNVT Motors Inc. dba Serramonte Ford	Automotive Sales & Service	HAZMAT	H

C.4.d.iii.(2)(a) & (c) ► Facility Inspections

Fill out the following table or attach a summary of the following information. Indicate your reporting methodology below.

<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.

	Number	Percent
Total number of inspections conducted (C.4.d.iii.(2)(a))	44	
Number of enforcement actions or discreet number of potential and actual discharges	13	
Violations Enforcement actions or discreet number of potential and actual discharges resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner (C.4.d.iii.(2)(c))	10	77%

Comments: Most enforcement actions were resolved in a timely manner, with follow-up inspections routinely conducted within 10 days or otherwise deemed resolved in a longer, but still timely, manner, based on available resources. When the issues identified during C.4 inspections are not corrected within a timely manner, the Town or Town's contractor escalates enforcement until corrective actions are made in accordance with the Town's Enforcement Response Plan.

Data management challenges, including tracking and reporting have caused some re-inspections performed by our contractor (San Mateo County Environmental Health) to require more time. However, while taking longer than the required 10 business days, these facilities were re-inspected and documented to return to compliance or were referred to the Town for continued inspection and/or enforcement actions. Three sites in FY 16/17 inspected by CEH required more than a timely manner for compliance, as follows:

- Site #1: A follow-up inspection was mistakenly not scheduled until 2 months after the initial inspection. At the follow-up inspection, issues were found to be corrected.
- Site #2: Poor trash storage issues were identified. A follow-up inspection was mistakenly not scheduled until 1 month after the initial inspection. At the follow-up inspection, issues were found to be corrected.
- Site #3: The majority of issues were corrected immediately at the time of the first inspection, but the remaining issues were not corrected until 17 working days after the initial inspection.

C.4.d.iii.(2)(b) ▶ Frequency and Type of Enforcement Conducted

Fill out the following table or attach a summary of the following information.

	Enforcement Action (as listed in ERP) ⁴¹	Number of Enforcement Actions Taken
Level 1	Verbal Warning	12
Level 2	Warning Notice or Administrative Action	1
Level 3	Administrative Action with Penalty and/or Cost Recovery	0
Level 4	Legal Action / Referral	0
Total		13

C.4.d.iii.(2)(d) ▶ Frequency of Potential and Actual Non-stormwater Discharges by Business Category

Fill out the following table or attach a summary of the following information.

Business Category ⁴²	Number of Actual Discharges	Number of Potential Discharges
Hazardous Materials	0	5
Food	0	4
Other	0	4

C.4.d.iii.(2)(e) ▶ Non-Fileers

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:

No industries were identified as non-filers during FY 16-17.

⁴¹Agencies to list specific enforcement actions as defined in their ERPs.

⁴²List your Program's standard business categories.

C.4.e.iii. ► Staff Training Summary

Training Name	Training Dates	Topics Covered	No. of Industrial/ Commercial Site Inspectors in Attendance	Percent of Industrial/ Commercial Site Inspectors in Attendance	No. of IDDE Inspectors in Attendance	Percent of IDDE Inspectors in Attendance
C.4 Inspection Shadowing	May 2, 2017	Shadowed the Town of Colma Public Works Supervisor while he performed an inspection of one food facility, and one hazardous materials facility.	1	100%	1	100%

Comments: The Town revised its ERP this fiscal year. On May 2, 2017, the Maintenance Supervisor conducted training on how to follow revised ERP, inspection and reporting procedures regarding industrial and commercial facilities inspections. In the monthly meetings, staff are also updated on importance of enforcement practices.

Section 5 – Provision C.5 Illicit Discharge Detection and Elimination

Program Highlights and Evaluation
Highlight/summarize activities for reporting year:

Provide background information, highlights, trends, etc.

Summary:
Activities conducted in the reporting year are below:

- Implementation of the Town's SD collection system screening program
- Participation in the Commercial, Industrial and Illicit Discharge (CII) Subcommittee
- Conducted storm water inspections at commercial facilities to detect and eliminate potential illicit discharges.

When the Town receives a report of illicit discharge or notices an illicit discharge during routine catch basin inspections, City staff immediately reports to the site and traces the illicit discharge back to its source. A SMCWPPP "Illicit Discharge Source Identification Form" is filled out for the illicit discharge. The Town then meets with the property owner and issues enforcement actions and provides cleanup suggestions and information, as needed. After the issue is identified and logged, the Town performs a follow-up inspection to confirm that the issue has been resolved.

Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 15-16 Annual Report (if applicable) for description of activities at the countywide or regional level.

C.5.c.iii. ► Complaint and Spill Response Phone Number

Summary of any changes made during FY 16-17: No changes.

- Louis Gotelli, Public Works Maintenance Supervisor (Main contact) Phone Number: 650-757-8888
- Colma Police Department Dispatch (Non-Emergency Phone Number) (For after work hours, weekends, and holidays) Ph: 650-997-8321

C.5.d.iii.(1)-(3) ► Spill and Discharge Complaint Tracking

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)		
	Number	Percentage
Discharges reported (C.5.d.iii.(1))	0	NA
Discharges reaching storm drains and/or receiving waters (C.5.d.iii.(2))	0	NA
Discharges resolved in a timely manner (C.5.d.iii.(3))	NA	NA
Comments: NA		

C.5.e.iii.(1) ► Control of Mobile Sources

(a) Provide your agency's minimum standards and BMPs for various types of mobile businesses (C.5.e.iii.(1)(a))
The Town of Colma follows the minimum standards and BMPs described in the "Mobile Businesses - Best Management Practices" brochure developed by the SMCWPPP CII Subcommittee in March 2015 for the following mobile business categories: automobile washers/detailers, power washers, carpet cleaners, steam cleaners, pet care services.
(b) Provide your agency's enforcement strategy for mobile businesses (C.5.e.iii.(1)(b))
Enforcement actions stormwater inspectors may take are detailed in our Enforcement Response Plan (ERP). Due to the unique nature of mobile businesses it can be difficult to track enforcement of a single business across jurisdictions. The current strategy is for agencies to share information on mobile business enforcement actions with the SMCWPPP CII Subcommittee facilitator. The Subcommittee facilitator periodically updates the Mobile Business Enforcement Information table that resides on the members only section of the Program's website (flowstobay.org).
(c) Provide a list and summary of the specific outreach events and education conducted by your agency to the different types of mobile businesses operating within your jurisdiction (C.5.e.iii.(1)(c))
The Program developed a regional inventory of mobile businesses in the standard BMP categories listed in the "Mobile Businesses – Best Management Practices" brochure. The BMP brochure and a transmittal letter were mailed to the business. The Mobile Cleaner Businesses BMP brochure is posted on the SMCWPPP website. The CII Subcommittee also worked with the PIP Subcommittee to send outreach messages through social media. These activities are discussed in the SMCWPPP FY16-17 Annual Report.

<p>(d) Provide number of inspections conducted at mobile businesses and/or job sites in 2016-2017 (C.5.e.iii.(1)(d)):</p>	<p>NA</p>
<p>(e) Discuss enforcement actions taken against mobile businesses in 2016-2017 (C.5.e.iii.(1)(e)) Enforcement actions are typically taken in response to a complaint or illicit discharge through our IDDE Program. Enforcement actions are tracked in the city's spill and discharge complaint tracking system required by MRP C.5.d.ii. This FY there were no enforcement actions taken for mobile businesses, since no violations were observed.</p>	
<p>(f) List below or attach the list of mobile businesses operating within your agency's jurisdiction (C.5.e.iii.(1)(f)) In FY16-17, the CII Subcommittee requested the Program compile a regional inventory of mobile businesses located in San Mateo County. The inventory was developed from individual city lists and internet searches of google, yelp and yellow pages. The inventory includes automotive washing, steam cleaning and carpet cleaning mobile businesses. The inventory will be periodically updated with mobile businesses stormwater inspectors observe during routine field activities. The inventory (last updated January 2017) is available to all Co-permittees on the members only webpage of the SMCWPPP website. The inventory is included in the SMCWPPP FY16-17 Annual Report.</p>	
<p>(g) Provide a list and summary of the county-wide or regional activities conducted, including sharing of mobile business inventories, BMP requirements, enforcement action information, and education (C.5.e.iii.(1)(g))</p>	
<p>Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 16-17 Annual Report for description of activities at the countywide or regional level.</p>	

Section 6 – Provision C.6 Construction Site Controls

C.6.e.iii.(3)(a)-(d) ► Site/Inspection Totals			
Number of active Hillside Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.(3)(a))	Number of High Priority Sites (sites disturbing < 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.(3)(c))	Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.(3)(b))	Total number of storm water runoff quality inspections conducted (include only Hillside Sites, High Priority Sites and sites disturbing 1 acre or more) (C.6.e.iii.(3)(d))
0	1	2	20
Comments: One site did not begin work until March, but required 6 inspections between March and April due to repeated tracking issues at the site frontage.			

C.6.e.iii.(3)(e) ► Construction Related Storm Water Enforcement Actions

	Enforcement Action (as listed in ERP) ⁴³	Number Enforcement Actions Issued
Level 1 ⁴⁴	Verbal Warning	3
Level 2	Written Warning/Notice of Violation	2
Level 3	Notice to Comply (This was a STOP Work Order)	1
Level 4	Legal Action	0
Total		6

C.6.e.iii.(3)(f) ► Illicit Discharges

	Number
Number of illicit discharges, actual and those inferred through evidence at hillside sites, high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii.(3)(f))	0

⁴³Agencies should list the specific enforcement actions as defined in their ERPs.

⁴⁴For example, Enforcement Level 1 may be Verbal Warning.

C.6.e.iii.(3)(g) ► Corrective Actions

Indicate your reporting methodology below.

<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.

	Number
Enforcement actions or discrete potential and actual discharges fully corrected within 10 business days after violations are discovered or otherwise considered corrected in a timely period (C.6.e.iii.(3)(g)).	6
Total number of enforcement actions or discrete potential and actual discharges for the reporting year	6

Comments: All enforcement actions were resolved within 10 days.

C.6.e.iii.(4) ► Evaluation of Inspection Data

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).

Description: In FY 16-17, there were three projects under construction during the wet season which were high priority or disturbed ≥ 1 acre of soil within the reporting period. The majority of enforcement actions were issued for repeated sediment control issues (specifically construction tracking of sediment at the site entrance) at one site. In FY 15-16, there were no projects under construction during the wet season which were high priority or disturbed ≥ 1 acre of soil. In FY 14-15, two of the construction sites were stabilized during the wet season. In FY 13-14, issues had been found with sediment control and site management.

C.6.e.iii.(4) ► Evaluation of Inspection Program Effectiveness

Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.

Description: Town staff from the Public Works, Planning, Building, Engineering, and Parks & Recreation Departments meet every month for a staff NPDES meeting to discuss stormwater-related issues. These meetings help educate staff about various provisions, requirements, tasks, and timelines of the MRP, and help to identify and track project inspection requirements, follow-ups, and reports.

Town planning and engineering staff regularly participate in the SMCWPPP New Development Subcommittee meetings. The Town revised its Enforcement Response Plan.

C.6.f.iii. ► Staff Training Summary			
Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance
SMCWPPP Construction Stormwater Inspector Training	February 1, 2017	Implementing requirements of Provision C.6; Construction General Permit context; Differences between MRP and MRP 2.0; Caltrans Experience; Group Exercise.	3

Section 7 – Provision C.7 Public Information and Outreach

C.7.b.i.(1) ► Outreach Campaign

Summarize outreach campaign. Include details such as messages, creative developed, and outreach media used. The detailed outreach campaign report may be included as an attachment. If outreach campaign is being done by participation in a countywide or regional program, refer to the separate countywide or regional Annual Report.

Summary: See Section 7 and Section 9 of the SMCWPPP FY 16-17 Annual Report for a description of activities conducted at Countywide level.

C.7.c. ► Stormwater Pollution Prevention Education

No Change.

C.7.d. ► Public Outreach and Citizen Involvement Events

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.
 Use the following table for reporting and evaluating public outreach events
 See the C.7 Public Outreach and Citizen Involvement Events section of SMCWPPP FY 16-17 Annual Report for a summary of activities.
 Events conducted locally are listed in the Table below:

Event Details	Description (messages, audience)	Evaluation of Effectiveness
Provide event name, date, and location. Indicate if event is local, countywide or regional. Indicate if event is public outreach or citizen involvement.	Identify type of event (e.g., school fair, creek clean-up, storm drain stenciling, farmers market etc.), type of audience (school children, gardeners, homeowners etc.) and outreach messages (e.g., Enviroscape presentation, pesticides, stormwater awareness)	Provide general staff feedback on the event (e.g., success at reaching a broad spectrum of the community, well attended, good opportunity to talk to gardeners etc.). Provide other details such as: <ul style="list-style-type: none"> • Success at reaching a broad spectrum of the community • Number of participants compared to previous years. • Post-event effectiveness assessment/evaluation results • Quantity/volume of materials cleaned up, and comparisons to previous efforts
Townwide Cleanup Day - May 20, 2017, 2017 Starting at Sterling Park Recreation Center, and visiting various locations in Colma	45 volunteers along with Town staff walk all streets in Town picking up trash and recycling materials. The Town partnered with Allied Waste of Daly City, South San Francisco Scavengers and Saint Vincent de Paul setting up a collection station at the Town's Corporation Yard for residents to bring reusable and recyclable items as well as trash and e-waste to dispose off. Participants receive three Town Clean Up	Volunteers and Town staff gathered to pick up trash and recyclable items while walking various areas of Town. The collection items and quantities collected were as listed below: Twenty-two - 40-gallon bags of trash; Fourteen – 40-gallon bags of recycle materials. Residents also dropped off following items including household hazardous materials at

	giveaways and a BBQ lunch.	the town's Corp Yard: Garbage – 5.66 tons; Scrap metal – 1.25 tons; Paper – 0.5 tons; E-waste – 1.5 tons; Re-use material – 0.25 tons; Aerosol cans – 10 units; Mixed batteries – 40 units; Fluorescent lamps – 15 units; {Paint – 925 units; Toxic liquids – 35 units; and Motor oil – 300 units. The volunteers had fun, and look forward to participating in the event next year.
Coastal Cleanup Day Saturday, September 17, 2016	Coastal Cleanup Day is an international volunteer event focused on cleaning up the marine environment and raising awareness about coastal pollution. Participants include school age children and residents. The Town advertised and promoted this event by distributing brochures and flyers at all public facilities. Events were also advertised through the Town's newsletter and website.	Refer to the C.7 Public Outreach and Citizen Involvement Event section of the SMCWPPP FY 16-17 Annual Report.
San Mateo County Fair June 10-18, 2016 1346 Saratoga Drive	As a collaborative event, the Countywide program hosted an informational booth for stormwater runoff pollution prevention. The Town advertised and promoted this event by distributing brochures and flyers at all public facilities. Events were also advertised through the Town's newsletter and website.	Refer to the C.7 Public Outreach and Citizen Involvement Event section of the SMCWPPP FY 16-17 Annual Report.

C.7.e. ► Watershed Stewardship Collaborative Efforts

Summarize watershed stewardship collaborative efforts and/or refer to a regional report that provides details. Describe the level of effort and support given (e.g., funding only, active participation etc.). State efforts undertaken and the results of these efforts. If this activity is done regionally refer to a regional report.

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary: See the C.7 Watershed Stewardship Collaborative Efforts section of SMCWPPP FY 16-17 Annual Report for a summary of activities.

C.7.f. ► School-Age Children Outreach

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment. Use the following table for reporting school-age children outreach efforts.

See the C.7 School-Age Children Outreach section of SMCWPPP FY 16-17 Annual Report for a summary of activities conducted regionally on behalf of San Mateo County Permittees.

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Provide the following information: Name Grade or level (elementary/ middle/ high)	Brief description, messages, methods of outreach used	Provide number or participants	Provide agency staff feedback. Report any other evaluation methods used (quiz, teacher feedback etc.). Attach evaluation summary if applicable.
Kids Facility Tour	School-aged children toured the Town portables (usually the Town Hall is toured, but it was under	100 school-aged children attended the tour.	School-aged children learned about various Town processes and about the impacts of litter and trash. No evaluations/surveys of the

	construction this year), Police Department, and Mayor's Office. As part of the tour, the Town's maintenance supervisor gave the children a street sweeping demonstration, and talked about litter and trash.		event are available.
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Section 9 – Provision C.9 Pesticides Toxicity Controls

C.9.a. ► Implement IPM Policy or Ordinance

Is your municipality implementing its IPM Policy/Ordinance and Standard Operating Procedures? Yes No

If no, explain:

Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbamates fipronil, indoxacarb, diuron, and diamides. A separate report can be attached as evidence of your implementation.

Trends in Quantities and Types of Pesticide Active Ingredients Used⁴⁵

Pesticide Category and Specific Pesticide Active Ingredient Used	Amount ⁴⁶					
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Organophosphates	0	0				
Active Ingredient Chlorpyrifos	0	0				
Active Ingredient Diazinon	0	0				
Active Ingredient Malathion	0	0				
Pyrethroids (see footnote #57 for list of active ingredients)	0	0				
Active Ingredient Type X	NA	NA				
Active Ingredient Type Y	NA	NA				
Carbamates	0	0				
Active Ingredient Carbaryl	0	0				
Active Ingredient Aldicarb	0	0				
Fipronil	0	0				

⁴⁵Includes all municipal structural and landscape pesticide usage by employees and contractors.

⁴⁶Weight or volume of the active ingredient, using same units for the product each year. Please specify units used. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: metofluthrin, bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambdacyhalothrin, and permethrin.

Indoxacarb	Reporting not required in FY 15-16	0				
Diuron	Reporting not required in FY 15-16	0				
Diamides	Reporting not required in FY 15-16	0				
Active Ingredient Chlorantraniliprole		0				
Active Ingredient Cyantraniliprole		0				
<p>The Town of Colma implements the following IPM Tactics and Strategies, in addition to pesticides to limit the use of pesticides:</p> <ul style="list-style-type: none"> • Use of non-chemical strategies such as monitoring, mowing weeds, mulching. • Removal of plants that require frequent pesticide applications. • Replacing invasive plants with natives. • Preventive actions such as sealing holes and gaps in structures, improving sanitation. • Use of baits and traps instead of broadcast pesticides. 						

C.9.b. ► Train Municipal Employees

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	3
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within this reporting year.	3
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within this reporting year.	100%
<p>Type of Training: Local tailgate meetings are held for staff to train on the IPM policy and IPM standard operating procedures. These trainings are held annually, prior to applying pesticides. Maintenance supervisor has a QAC license from California Department of Pesticide Regulation. The Town staff also participated SMCWPPP Landscape IPM Training which was held on March 8, 2017.</p>	

C.9.c. ► Require Contractors to Implement IPM

Did your municipality contract with any pesticide service provider in the reporting year, for either landscaping or structural pest control?	X	Yes		No
If yes, did your municipality evaluate the contractor's list of pesticides and amounts of active ingredients used?	X	Yes		No,
<p>If your municipality contracted with any pesticide service provider, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored.</p> <p>The Town of Colma's landscape maintenance contract requires that the contractor comply with sustainable landscape practices and the Town's IPM Policy and Standard Operating Procedures. The Town's structural pest control operator is also required to comply with the Town's IPM Policy. The contractor is also required to attend countywide IPM subcommittee meetings and the annual workshop.</p> <p>The Town staff regularly meets with the contractor to review monthly pesticide usage records to verify compliance with the Town's IPM Policy and in case pesticides are recommended, staff reviews the proposed pesticide and use prior to approval and application.</p> <p>The Town contracts with a third-party pest control company and meet once yearly to go over the Town's IPM policy to discuss how to comply with this policy. The pest control company conducts monthly and as-needed pest control services. These services include applying Contract Bait Blox for rats/mice, Optimate CS for ants, insects, bees, Arilon for Ants, and others. Monthly reports are provided to the Town with a summary of the inspections made and products used. The report also includes recommendations such a trimming bushes away from the buildings that the Town can follow up on if necessary.</p> <p>The Town also contracts with a third party licensed contractor for herbicide use. Certified pesticide applicators use backpacks to spray Roundup Custom only. The contractor submits monthly reports of pesticide use to the County of San Mateo as required. All spraying is done a minimum of 200 feet away from any body of water.</p> <p>In general, the contract specification adheres to the Town's IPM policy and standard operating procedures. If pesticides are recommended, staff will review the proposed pesticide and use prior to approval and application. Woodside staff confirms that other IPM methods (non-chemical methods) are used before pesticide use is approved.</p>				
If your agency did not evaluate the contractor's list of pesticides and amounts of active ingredients used, provide an explanation. NA				

C.9.d. ► Interface with County Agricultural Commissioners

Did your municipality communicate with the County Agricultural Commissioner to: (a) get input and assistance on urban pest management practices and use of pesticides or (b) inform them of water quality issues related to pesticides?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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If yes, summarize the communication. If no, explain.
 See Section 9 of the SMCWPPP FY 16-17 Annual Report for summary of communication with the San Mateo County Agricultural Commissioner.

Did your municipality report any observed or citizen-reported violations of pesticide regulations (e.g., illegal handling and applications of pesticides) associated with stormwater management, particularly the California Department of Pesticide Regulation (DPR) surface water protection regulations for outdoor, nonagricultural use of pyrethroid pesticides by any person performing pest control for hire?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.

C.9.e.ii.(1) ► Public Outreach: Point of Purchase

Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); **OR** reference a report of a regional effort for public outreach in which your agency participates.

Summary: See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for information on point of purchase public outreach conducted countywide and regionally.

C.9.e.ii.(2) ► Public Outreach: Pest Control Contracting Outreach

Provide a summary of outreach to residents who use or contract for structural pest control and landscape professionals); **AND/OR** reference a report of a regional effort for outreach to residents who hire pest control and landscape professionals in which your agency participates.

Summary: See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for a summary of Town's participation and contributions towards countywide and regional public outreach to residents to pest control operators and landscapers who hire pest control and landscape professionals to reduce pesticide use.

C.9.e.ii.(3) ► Public Outreach: Pest Control Operators

Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); **AND/OR** reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary: See the C.9 Pesticides Toxicity Control section of SMCWPPP FY 16-17 Annual Report for a summary of outreach to pest control operators and landscapers to reduce pesticide use.

C.9.f. ► Track and Participate in Relevant Regulatory Processes

Summarize participation efforts, information submitted, and how regulatory actions were affected; **AND/OR** reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.

Summary: During FY 16-17, we participated in regulatory processes related to pesticides through contributions to the Program, BASMAA and CASQA. For additional information, see the Regional Report submitted by BASMAA on behalf of all MRP Permittees.

Note: The Town received the San Francisco Bay Regional Water Quality Control Board letter dated June 30, 2017 requesting additional information about the Town's compliance with MRP Provision C.9. The Town has addressed these comments through further clarification about the Town's IPM Policies and actions provided in Provisions C.9.a. and C.9.c.

Section 10 - Provision C.10 Trash Load Reduction

C.10.a.i. ► Trash Load Reduction Summary

For population-based Permittees, provide the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the reduction percentage on the information presented in C.10.b i-iv and C.10.e.i-ii. Provide a discussion of the calculation used to produce the reduction percentage, including whether the 70% mandatory trash load reduction deadline was attained. If not attained, attach and include reference to a Plan to comply with the deadline in a timely manner, which should include the Permittee's plan and schedule to install full capture systems/devices.

Trash Load Reductions	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to Trash Full Capture Systems (as reported C.10.b.i)	73.9%
Percent Trash Reduction in all TMAs due to Control Measures Other than Trash Full Capture Systems (as reported in C.10.b.ii) ⁴⁷	5.7%
Percent Trash Reduction due to Jurisdictional-wide Source Control Actions (as reported in C.10.b.iv) ¹	10.0%
SubTotal for Above Actions	89.6%
Trash Offsets (Optional)	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	0.0%
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	0.0%
Total (Jurisdictional-wide) % Trash Load Reduction in FY 16-17	89.6%

Discussion of Trash Load Reduction Calculation and Attainment of the 70% Mandatory Deadline: The Town attained and reported a 91% trash reduction in its FY 15-16 Annual Report, exceeding the non-mandatory performance guideline Of 60% by July 1, 2016. The Town attained a 90% trash load reduction (including trash offsets) in FY 16-17, which exceeds the mandatory trash load reduction requirement of 70% by July 1, 2017. Descriptions of the actions taken to reduce trash in the Town are summarized in this section of the annual report. Methods used to calculate are consistent with the methods described in the MRP.

⁴⁷ See Appendix 10-1 for changes between 2009 and FY 16-17 in trash generation by TMA as a result of Full Capture trash Systems and Other Measures.

C.10.a.iii. ► Mandatory Trash Full Capture Systems

Provide the following:

- 1) Total number and types of full capture systems (publicly and privately-owned) installed prior to FY 16-17, during FY 16-17, and to-date, including inlet-based and large flow-through or end-of-pipe systems, and qualifying low impact development (LID) required by permit provision C.3.
- 2) Total land area (acres) treated by full capture systems for population-based Permittees and total number of systems for non-population based Permittees compared to the total required by the permit.

Type of System	# of Systems	Areas Treated (Acres)
Installed Prior to FY 16-17		
Connector Pipe Screen	35	104.8
Installed in FY 16-17		
NA	NA	NA
Total for all Systems Installed To-date	35	104.8
Treatment Acreage Required by Permit (Population-based Permittees)		32
Total # of Systems Required by Permit (Non-population-based Permittees)		NA

C.10.b.i. ► Trash Reduction - Full Capture Systems

Provide the following:

- 1) Jurisdiction-wide trash reduction in FY 16-17 attributable to trash full capture systems implemented in each TMA;
- 2) The total number of full capture systems installed to-date in your jurisdiction;
- 3) The percentage of systems in FY 16-17 that exhibited significant plugged/blinded screens or were >50% full when inspected or maintained;
- 4) A narrative summary of any maintenance issues and the corrective actions taken to avoid future full capture system performance issues; and
- 5) A certification that each full capture system is operated and maintained to meet the full capture system requirements in the permit.

TMA	Jurisdiction-wide Reduction (%)	Total # of Full Capture Systems	% of Systems Exhibiting Plugged/Blinded Screens or >50% full in FY 16-17	Summary of Maintenance Issues and Corrective Actions
1	30.2%	35	0	No systems had maintenance issues within FY 16/17. Regular cleanup and maintenance was performed, but no corrective actions were necessary.
2	38.6%			
3	5.0%			
4	0.0%			
5	0.1%			
6	0.0%			
7	0.0%			
8	0.0%			
9	0.0%			
Total	72.9%			

Certification Statement: The Town of Colma certifies that a full capture system maintenance and operation program is currently being implemented to maintain all applicable systems in manner that meets the full capture system requirements included in the Permit.

C.10.b.ii. ► Trash Reduction – Other Trash Management Actions (PART A)	
Provide a summary of trash control actions other than full capture systems or jurisdictional source controls that were implemented within each TMA, including the types of actions, levels and areal extent of implementation, and whether actions are new, including initiation date.	
TMA	Summary of Trash Control Actions Other than Full Capture Systems
5 ,6, 7, 8, 9	Enhanced street sweeping
All	On-land Cleanups
All	Storm Drain Inlet cleaning
4	Trash Hot Spot Cleanups

C.10.b.ii. ► Trash Reduction – Other Trash Management Actions (PART B)

Provide the following:

- 1) A summary of the on-land visual assessments in each TMA (or control measure area), including the street miles or acres available for assessment (i.e., those associated with VH, H, or M trash generation areas not treated by full capture systems), the street miles or acres assessed, the % of available street miles or acres assessed, and the average number of assessments conducted per site within the TMA; and
- 2) Percent jurisdictional-wide trash reduction in FY 16-17 attributable to trash management actions other than full capture systems implemented in each TMA.

TMA ID or (as applicable) Control Measure Area	Total Street Miles ⁴⁸ or Acres Available for Assessment	Summary of On-land Visual Assessments			Jurisdictional-wide Reduction (%)
		Street Miles or Acres Assessed	% of Applicable Street Miles or Acres Assessed	Ave. # of Assessments Conducted at Each Site	
1	0.10	0.00	0.00%	0.00	0.0%
2	0.00	NA	NA	NA	NA
3	0.35	0.00	0.00%	0.00	0.0%
4	0.31	0.31	100%	4.7	1.0%
5	0.16	0.00	0.00%	0.00	0.0%
6	0.19	0.00	0.00%	0.00	0.0%
7	0.52	0.41	78.56%	5.5	4.6%
8	0.11	0.00	0.00%	0.00	0.0%
9	0.07	0.00	0.00%	0.00	0.0%
Total		0.72	-	-	5.7%

⁴⁸ Linear feet are defined as the street length and do not include street median curbs.

C.10.b.iv. ► Trash Reduction – Source Controls					
	Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.				
Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction	Total Reduction Credit (%)
Single Use Bag Ordinance	<p>The Town of Colma ("Town") adopted a Single-Use Carryout Bag Ban Policy on Jan 9th 2013. The ban became effective April 22nd, 2013. A copy of the Town's codified policy can be found at: www.colma.ca.gov (Codes > Municipal Code > Chapter 4 > Subchapter 12)</p> <p>Town staff met with the business owners, provided program information and public hearing notices, provided outreach through the Town's website and the business newsletter "Colma Works".</p> <p>Enforcement of this bag ban is done by the San Mateo County Environmental Health Department (CEH).</p>	<p>On behalf of all SMCWPPP Permittees, the County of San Mateo conducted assessments evaluating the effectiveness of the single use plastic bag ban in municipalities within San Mateo County. Assessments conducted by the County included audits of businesses and surveys of customer bag usage at many businesses in San Mateo County.</p> <p>Additionally, the number of complaints by customers was also tracked by the County. The results of assessments conducted by these cities are assumed to be representative of all SMCWPPP Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the municipalities.</p>	<p>Results of assessments conducted by the County on behalf of all municipalities indicate that the ordinance is effective in reducing the number of single use plastic bags in stormwater discharges.</p> <p>The Town developed its % trash reduced estimate using the following assumptions: 1) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the BASMAA Regional Trash Generation Study; 2) 95% of single use plastic bags distributed in the Town are affected by the ordinance, based on the County's EIR; and 3) Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by CEH. This is conservative estimate given that in FY 13-14 CEH only received complaints about 4 of the over 1900 affected businesses.</p>	7%	10% (Maximum)

C.10.b.iv. ► Trash Reduction – Source Controls				
	Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.			
Expanded Polystyrene Food Service Ware Ordinance	<p>The Town of Colma ("Town") adopted a Polystyrene ban policy on March 13th 2013. The Policy became effective August 1st, 2013. A copy of the Town's codified policy can be found at: www.colma.ca.gov (Codes > Municipal Code > Chapter 4 > Subchapter 13)</p> <p>Town staff met with all restaurant owners, provided program information and public hearing notices, provided outreach through the Town's website and the business newsletter "Colma Works".</p> <p>Enforcement of this ban is done by the SM County Environmental Health Department.</p>	<p>Although the Town has adopted and implemented an ordinance prohibiting the distribution of EPS food ware by food vendors, evaluations of the effectiveness of the ordinance have not yet been conducted. For the purpose of estimating trash reductions in stormwater discharges associated with the ordinance, the results of assessments conducted by the cities of Los Altos and Palo Alto were used to represent the reduction of trash associated with the Town's ordinance. Assessments conducted by these cities were conducted prior to and following the effective date of their ordinances, and include audits of businesses and/or assessments of EPS food ware observed on streets, storm drains and local creeks. The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the Town's ordinance because the implementation (including enforcement) of the Town's ordinance is similar to the City of Los Altos' and Palo Alto's.</p>	<p>Results of assessments that are representative of the Town, but were conducted by the cities of Los Altos and Palo Alto, indicate that Town's ordinance is effective in reducing EPS food ware in stormwater discharges.</p> <p>The Town developed its % trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> 1) EPS foodware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation Study conducted by BASMAA; 2) 80% of EPS food ware distributed by food vendors or sold via stores in the Town is affected by the implementation of the ordinance; and 3) There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos. 	5%

C.10.c. ► Trash Hot Spot Cleanups

Provide the FY 16-17 cleanup date and volume of trash removed during each MRP-required Trash Hot Spot cleanup during each fiscal year listed. Indicate whether the site was a new site in FY 16-17.

Trash Hot Spot	New Site in FY 16-17 (Y/N)	FY 16-17 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
COL01	N	10/7/2016	1.0	0.2	0.1	0.2	0.1
COL02	N	9/30/2016	2.6	0.2	0.1	0.2	0.1

C.10.d. ► Long-Term Trash Load Reduction Plan

Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), baseline trash generation maps, control measures, or time schedules identified in your plan. Indicate whether your baseline trash generation map was revised and if so what information was collected to support the revision. If your baseline trash generation map was revised, attach it to your Annual Report.

Description of Significant Revision	Associated TMA
In FY15-16, consistent with all MRP Permittees, all public K-12 schools, college and university parcels were made non-jurisdictional on the Town's baseline trash generation maps. Under California Government Code Sections 4450 through 4461, the construction modification, or alternation of facilities and/or structures on these parcels are under the jurisdiction of the California Division of State Architect and not the Town. The public right-of-way (e.g., streets and sidewalks) surrounding these parcels remain as jurisdictional on the Town's baseline trash generation maps. The revised baseline trash generation map is included as Appendix 10-2.	All applicable

C.10.e. ► Trash Reduction Offsets (Optional)

Provide a summary description of each offset program implemented, the volume of trash removed, and the offset claimed in FY 16-17. Also, for additional creek and shoreline cleanups, describe the number and frequency of cleanups conducted, and the locations and cleanup dates. For direct discharge control programs approved by the Water Board Executive Officer, also describe the results of the assessments conducted in receiving waters to demonstrate the effectiveness of the control program. Include an Appendix that provides the calculations and data used to determine the trash reduction offset.

Offset Program	Summary Description of Actions and Assessment Results	Volume of Trash (CY) Removed/Controlled in FY 16-17	Offset (% Jurisdiction-wide Reduction)
Additional Creek and Shoreline Cleanups (Max 10% Offset)	NA	NA	NA
Direct Trash Discharge Controls (Max 15% Offset)	NA	NA	NA

Appendix 10-1. Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 16-17.

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via <u>Full Capture Systems</u> (%)	Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems <u>and</u> Other Control Measures					Jurisdiction- wide Reduction via <u>Other Control Measures</u> (%)	Jurisdiction- wide Reduction via Full Capture <u>AND</u> Other Control Measures (%)
	L	M	H	VH	Total	L	M	H	VH	Total		L	M	H	VH	Total		
1	0	33	28	0	61	54	7	0	0	61	30.2%	54	7	0	0	61	0.0%	30.2%
2	1	0	40	2	43	43	0	0	0	43	38.6%	43	0	0	0	43	0.0%	38.6%
3	6	2	5	2	15	11	0	4	0	15	5.0%	11	0	4	0	15	0.0%	5.0%
4	1	21	0	0	22	1	21	0	0	22	0.0%	10	21	1	0	22	1.0%	1.0%
5	0	16	0	0	16	1	15	0	0	16	0.1%	1	15	0	0	16	0.0%	0.1%
6	12	8	0	0	20	12	8	0	0	20	0.0%	12	8	0	0	20	0.0%	0.0%
7	0	37	0	0	37	0	37	0	0	37	0.0%	24	37	1	0	37	4.6%	4.6%
8	3	3	0	0	6	3	3	0	0	6	0.0%	3	3	0	0	6	0.0%	0.0%
9	1,001	1	0	0	1,002	1,001	1	0	0	1,002	0.0%	1,001	1	0	0	1,002	0.0%	0.0%
Totals	1,024	121	73	4	1,222	1,126	92	4	0	1,222	73.9%	1,159	57	6	0	1,222	5.7%	79.6%

Section 11 – Provision C.11 Mercury Controls

C.11.a. ► Implement Control Measures to Achieve Mercury Load Reductions

C.11.b. ► Assess Mercury Load Reductions from Stormwater

See the Program's FY 2016-17 Annual Report for:

- Documentation of mercury control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology⁴⁹ was used to calculate the mercury load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated mercury load reduced by each control measure); and
- Supporting data and information necessary to substantiate the load reduction estimates.

C.11.c. ► Plan and Implement Green Infrastructure to Reduce Mercury Loads

If the regional or countywide mercury load reductions required by this sub-provision via Green Infrastructure by the end of the permit term are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?

X	Yes		No
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C.11.e. ► Implement a Risk Reduction Program

A summary of Program and regional accomplishments for this sub-provision are included in the C.11 Mercury Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

⁴⁹BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

Section 12 - Provision C.12 PCBs Controls

- C.12.a. ► Implement Control Measures to Achieve PCBs Load Reductions**
- C.12.b. ► Assess PCBs Load Reductions from Stormwater**

See the Program's FY 2016-17 Annual Report for:

- Documentation of PCBs control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology⁵⁰ was used to calculate the PCBs load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated PCBs load reduced by each control measure); and
- Supporting data and information necessary to substantiate the load reduction estimates.

If the regional and countywide PCBs load reductions required by C.12.a are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?	X	Yes		No
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⁵⁰BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

C.12.f. ► Manage PCB-Containing Materials and Wastes During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains

A summary of Program and regional accomplishments for this sub-provision is included in the C.12 PCBs Controls section of Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

Does your agency plan to seek exemption from this requirement?

Yes

No

C.12.g. ► Fate and Transport Study of PCBs: Urban Runoff Impact on San Francisco Bay Margins

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

C.12.h. ► Implement a Risk Reduction Program

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

Section 13 - Provision C.13 Copper Controls

C.13.a.iii. ► Manage Waste Generated from Cleaning and Treating of Copper Architectural Features

Provide summaries of permitting and enforcement activities to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction.

Summary: Town's Engineering and Building Department Staff also regularly attend CalBIG meetings for training and updates on the requirements of architectural copper and copper piping. The CalBIG meetings occur monthly, but there is an annual meeting focused on stormwater. During construction, municipal construction stormwater inspectors are responsible for identifying copper architectural features and if appropriate BMPs are implemented. Any issues noted are documented and enforcement actions recorded in the Provision C.6 inspection records. Post-construction municipal illicit discharge inspectors are responsible for investigating, identifying and responding to illegal discharge of wash water from washing copper architectural features. Any enforcement actions or reported discharges are recorded in the Provision C.5 inspection records. The SMCWPPP "Requirements for Architectural Copper" Fact Sheet is made available to the public, construction inspectors and illicit discharge inspectors on the SMCWPPP website (www.flowstobay.org/files/newdevelopment/flyersfactsheets/ArchitecturalcopperBMPs.pdf). Inspectors are made aware of the concerns with copper architectural features at SMCWPPP Training Workshops and internal municipal trainings.

C.13.b.iii. ► Manage Discharges from Pools, Spas, and Fountains that Contain Copper-Based Chemicals

Provide summaries of any enforcement activities related to copper-containing discharges from pools, spas, and fountains.

Summary: Due to the small lot sizes in the Town of Colma, there is generally not enough room to construct private pools or spas. In the event a private pool, spa, or fountain is constructed, the Town would require that the discharge water be connected to the sanitary sewer system.

C.13.c.iii. ► Industrial Sources Copper Reduction Results

Based upon inspection activities conducted under Provision C.4, highlight copper reduction results achieved among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed.

Summary: The Town of Colma does not have industries that utilizes copper or would be a source of industrial copper waste.

Section 15 -Provision C.15 Exempted and Conditionally Exempted Discharges

C.15.b.vi.(2) ► Irrigation Water, Landscape Irrigation, and Lawn or Garden Watering

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally, the categories are:

- Promote conservation programs
- Promote outreach for less toxic pest control and landscape management
- Promote use of drought tolerant and native vegetation
- Promote outreach messages to encourage appropriate watering/irrigation practices
- Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.

Summary:

On January 20, 2016, the Town hosted a luncheon for cemetery operators to introduce the San Mateo County Resource Conservation District, which provides water efficiency audits and water conservation information.

The Town installed a drought tolerant landscape demonstration project in 2015 to encourage residents to utilize drought friendly landscaping and promote water conservation. The Town also stopped watering lawn areas and medians and posted informational signage to raise awareness about the California drought. Currently, the Town has both a Water Conservation Incentive and Water Efficient Program. The Water Conservation Incentive involves an incentive reduction on annual sewer charges for using the same or less water as the previous years. The Town continues to provide outreach and information on water conservation and other sustainable practices through the "Colma Green" webpage and newsletter. Currently, the Town offers rebates of up to \$500 to residents who purchase water saving appliances and drought tolerant plants, and promotes Calwater's free water conservation kits.

The Town's Water Efficient Landscaping Ordinance requires efficient watering and irrigation practices for new development projects. Within the Open Space and Conservation Elements of the Town's General Plan, there are policies that address conservation and sustainable development principles. Some of the sections that address these include: Section 5.04.311 – Low Water Use Fixtures (Sustainability), Section 5.04.313 – Groundwater recharge, Section 5.04.312 – Drought tolerant plants, Section 5.04.316 – Implementation of BMP's for new construction, Section 5.04.321 – Watershed protection of Colma Creek, Section 5.04.322 – Watershed enhancement, Section 5.04.341 – flooding, Section 5.04.381 and 382 – Habitat protection.

See Section C.9.e.ii of SMCWPPP's FY 16-17 Annual Report for a description of SMCWPPP's activities related to point-of-purchase outreach which promotes less toxic pest control and landscape management. See Section C.7 of SMCWPPP's FY 16-17 Annual Report for a description of outreach conducted to promote water conservation programs, such as promoting rain barrel use. Information on water conservation, less-toxic pest control and appropriate watering/irrigation practices is also posted on SMCWPPP's website (www.flowstobay.org).

**RESOLUTION NO. 2017-22
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

RESOLUTION OF THE TOWN OF COLMA TO APPROVE A WORKPLAN TO DEVELOP A GREEN INFRASTRUCTURE PLAN IN ACCORDANCE WITH PROVISION C.3.J OF THE MUNICIPAL REGIONAL PERMIT, AND FINDING THE ACTION TO BE EXEMPT FROM ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES 15061(6)(3) AND 15306

1. Background.

(a) The San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP) regulates stormwater discharges from municipal storm drain systems throughout San Mateo County, including the Town of Colma.

(b) Provision C.3.j of the MRP requires each permittee to develop a Green Infrastructure Plan that demonstrates how permittees will gradually shift from the traditional "gray" storm drain infrastructure which channels polluted runoff directly into receiving waters without treatment- to a more resilient and sustainable storm drain system comprised of "green" infrastructure, which captures, stores and treats stormwater.

(c) The MRP also requires that Green Infrastructure Plans be collectively designed to achieve specific reductions in mercury and PCBs (polychlorinated biphenyls) within specific time horizons.

(d) All permittees under the MRP are required to approve a workplan for developing a Green Infrastructure Plan by June 30, 2017.

(e) The City/County Association of Governments of San Mateo County (C/CAG) has been working with the Town of Colma to develop model green infrastructure planning documents, including a model workplan.

(f) The attached workplan (Exhibit A) details the required tasks to develop a Green Infrastructure Plan compliant with MRP requirements, including those aspects that will be implemented by C/CAG and those by local agencies.

(g) The Town of Colma is committed to complying with requirements of the MRP.

2. CEQA

The City Council finds that approval of this workplan is exempt from further environmental review under the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment pursuant to CEQA Guideline 15061(b)(3). The workplan

activities generally include mapping potential projects, developing a process to track and map completed projects, and developing project guidelines and specifications, which are preliminary to adopting the Green Infrastructure Plan. In the alternative, the approval of the workplan is exempt pursuant to a Class 6 categorical exemption (State CEQA Guidelines, § 15306), which consists of basic data collection, research, experimental management and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. The workplan involves activities strictly for information gathering purposes and as part of a study that will lead to the adoption of a Green Infrastructure Plan which the Town of Colma has not yet approved, adopted or funded.

3. Order

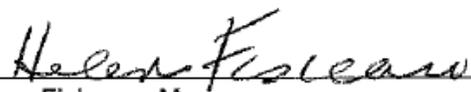
(a) The City Council hereby approves the attached workplan (Exhibit A) for developing a Green Infrastructure Plan.

Certification of Adoption

I certify that the foregoing Resolution No. 2017-22 was duly adopted at a regular meeting of said City Council held on May 10, 2017 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor	X				
Raquel "Rae" Gonzalez	X				
Joanne F. del Rosario	X				
John Irish Goodwin	X				
Diana Colvin	X				
<i>Voting</i>	<i>Tally</i>	5	0		

Dated 6/14/17


 Helen Fisicaro, Mayor

Attest: 
 Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Michael P. Laughlin, City Planner
Jonathan Kwan, Assistant Planner
Katherine Shehan, NPDES Program Coordinator

VIA: Sean Rabé, City Manager

MEETING DATE: May 10, 2017

SUBJECT: Green Infrastructure Plan

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION OF THE TOWN OF COLMA TO APPROVE A WORKPLAN TO DEVELOP A GREEN INFRASTRUCTURE PLAN IN ACCORDANCE WITH PROVISION C.3.J OF THE MUNICIPAL REGIONAL PERMIT, AND FINDING THE ACTION TO BE EXEMPT FROM ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES 15061(B)(3) AND 15306

RESOLUTION AMENDING SUBCHAPTER 1.15 OF THE COLMA ADMINISTRATIVE CODE TO INCLUDE GREEN INFRASTRUCTURE, AND FINDING THE ACTION TO BE EXEMPT FROM ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES 15301(C), 15302, AND 15303

EXECUTIVE SUMMARY

The Town of Colma is required to develop a Green Infrastructure Plan that demonstrates how the Town will improve storm drain infrastructure to manage and reduce pollutants in stormwater runoff. The City/County Association of Governments (C/CAG) has developed a Green Infrastructure Workplan for use by all jurisdictions in the County. Staff is recommending that the City Council adopt this workplan that includes activities through the year 2020. In addition, staff is recommending that the City Council implement one policy related requirement under the workplan by making a minor amendment to the Town's Administrative Code.

FISCAL IMPACT

A short-term cost for Staff is associated with this project as Staff works to develop and implement the Workplan for the Green Infrastructure Plan. Long term costs are unknown as the amount of pollutant load reduction and number of green infrastructure projects have not been

determined. C/CAG anticipates initial estimates of public vs. private green infrastructure needs for both short- and long-term load reduction requirements will be available to the Town by the end of Fiscal Year 16-17. This information will inform overall development of green infrastructure plans throughout San Mateo County, impact discussions about long-term implementation costs and funding options, and will be discussed in future presentations to the City Council as the Town's Green Infrastructure Plan is developed. The green infrastructure projects will most likely be funded on a project basis through the CIP program.

BACKGROUND AND ANALYSIS

The San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP) regulates pollutants in stormwater runoff from municipal storm drain systems throughout San Mateo, Santa Clara, Alameda, and Contra Costa Counties. Provision C.3.j of the MRP requires each jurisdiction subject to the MRP, including the Town of Colma, to develop a Green Infrastructure Plan that demonstrates how each jurisdiction will gradually shift from traditional "gray" storm drain infrastructure—which channels polluted runoff directly into receiving waters without treatment—to a more resilient and sustainable storm drain system comprised of "green" infrastructure, which captures, stores and treats stormwater using specially designed landscape systems. In addition to managing runoff in a more sustainable fashion, the Green Infrastructure Plans must be designed to collectively achieve specific reductions in mercury and polychlorinated biphenyls (PCBs) in stormwater runoff by 2020 and 2040, per Provisions C.11 and C.12 in the MRP.

The Green Infrastructure Plans must:

- Include a mapping and prioritization mechanism to identify and prioritize both private and public green infrastructure project opportunities;
- Identify locations and timeframes for implementing green infrastructure, including numeric targets for retrofitting impervious areas to achieve mandated pollutant load reductions;
- Utilize a regionally consistent process for tracking and mapping completed projects to ensure progress towards meeting the pollutant load reduction targets;
- Include and/or reference design and construction guidelines and standard specifications and details for green infrastructure to guide and enable the completion of projects;
- Integrate with other planning efforts, including updating relevant plans, policies, codes, and ordinances to incorporate green infrastructure for stormwater management to support the implementation of project opportunities;
- Evaluate long-term funding options for design, construction, and long-term operations and maintenance, from the Town and other sources;

- Incorporate any necessary legal mechanisms to enable implementation of the plan and projects within and by the Town; and,
- Include public outreach on development and implementation of the plan.

The Town's Green Infrastructure Plan must be developed and submitted to the Water Board in September of 2019. In advance of this deadline, the City Council must approve a framework or workplan for developing the plan by June 30, 2017. C/CAG and its consultants have worked with the Town to develop model green infrastructure planning materials, including the attached Workplan. The Workplan details the various activities necessary for creating a Green Infrastructure Plan compliant with MRP requirements, and indicates which aspects of the Green Infrastructure Plan will be undertaken by C/CAG and which must be done by the Town.

One of the tasks is to revise existing planning documents to include Green Infrastructure. C/CAG has reviewed Colma's existing planning policy documents and is recommending that the Town revise the Circulation Element, Subchapter 5.11 of the Colma Municipal Code, and Subchapter 1.15 of the Colma Administrative Code. The Circulation Element update will follow the General Plan Update and be made later. Staff is recommending that the Administrative Code Amendment be made now. Staff is recommending waiting on any amendments are made to the Municipal Code until the workplan is close to completion.

In 2013, The Town adopted a Climate Action Plan (CAP). As an action item of the CAP, the Town adopted a Sustainability Policy which is part of the Town's Administrative Code. This policy provides direction for Town purchasing, increasing energy efficiency, decreasing water use, green building and reducing waste. It is recommended that the following amendments be made to Administrative Code:

- Under increasing water efficiency and improving water quality, text is recommended to be added that will consider the use of permeable paving in the right-of-way.
- Under increasing water efficiency and improving water quality, text is recommended to consider opportunities for green streets infrastructure.

CEQA Consideration

Approval of this workplan is exempt from further environmental review under the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment pursuant to CEQA Guideline 15061(b)(3). The workplan activities generally include mapping potential projects, developing a process to track and map completed projects, and developing project guidelines and specifications, which are preliminary to adopting the Green Infrastructure Plan. In the alternative, the approval of the workplan is exempt pursuant to a Class 6 categorical exemption (State CEQA Guidelines, § 15306), which consists of basic data collection, research, experimental management and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. The workplan involves activities strictly for information gathering purposes and as part of a study that will lead to the

adoption of a Green Infrastructure Plan which the Town of Colma has not yet approved, adopted or funded.

The addition of Green Infrastructure policies to the Administrative Code could result in the construction or installation of green infrastructure improvements such as landscaping, irrigation, bioswales, stormwater capture devices, pervious paving and raingardens that will improve the water quality of stormwater within existing Town right-of-way or other existing facilities, or within new construction, replacement or conversion of small structures. This action qualifies for the Class 1 categorical exemption (CEQA Guidelines Section 15301) for the minor alteration of existing public or private structures such as highways, streets, sidewalks, gutters, bicycle and pedestrian trails by adding green infrastructure improvements that would involve no or negligible expansion of existing use. The Green Infrastructure policies also qualify for the Class 2 exemption (CEQA Guidelines Section 15302) because it would involve replacing existing storm drainage or pervious surfaces with green infrastructure improvements and would have substantially the same purpose and capacity as the structures replaced. Further, the addition of the Green Infrastructure policies qualifies for the Class 3 exemption (CEQA Guidelines Section 15303) to the extent new green infrastructure will be incorporated into new construction.

Council Adopted Values

The recommendation is consistent with the Council value of *vision* because it considers the future health, safety and welfare of town and its residents.

Sustainability Impact

The approval of this project provides a workplan to promote the development of green infrastructure within the Town, which will result in environmental improvement when projects are implemented. Thus, the actions recommended ultimately will have a positive sustainability impact.

Alternatives

The City Council has the following options:

The City Council could choose not to not adopt the resolution adopting the workplan. If this action is taken, the Town would need to create an alternative workplan or else be out of compliance with Provision C.3.j of the MRP. This option is not recommended since it could result in penalties from the Regional Water Quality Control Board.

The City Council could choose to not adopt the resolution amending the Administrative Code While not required at this time, this amendment is an action item of the Workplan in the future. This action is not recommended since the required change is known and will be required in the near future.

CONCLUSION

Staff recommends the City Council adopt the resolution to approve the plan to develop a Green Infrastructure Workplan and adopt the resolution amending Subchapter 1.15 of the Colma Administrative Code.

ATTACHMENTS

1. Resolution Approving the Workplan for the Green Infrastructure Plan with Exhibit A:
Workplan for the Green Infrastructure Plan
2. Resolution Amending the Administrative Code



TOWN OF COLMA

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City Council

Helen Fiscaro
Mayor

Raquel "Rae" Gonzalez
Vice Mayor

Joanne F. del Rosario
Council Member

John Irish Goodwin
Council Member

Diana Colvin
Council Member

City Officials

Sean Rabé
City Manager

Kirk Stratton
Chief of Police

Christopher Diaz
Interim City Attorney

Cyrus Kianpour
City Engineer

Brad Donohue
Public Works Director

Michael Laughlin, AICP
City Planner

Brian Dossey
Director of Recreation
Services

Lori Burns
Human Resources Manager

GREEN INFRASTRUCTURE WORKPLAN

Executive Summary

The Regional Water Quality Control Board (RWQCB) adopted a new Municipal Regional Stormwater NPDES Permit (Order No. R2-2015-0049) on November 19, 2015, which includes new provisions for Green Infrastructure Planning and Implementation. The Town of Colma, as one of the Permittees of this permit, must prepare a framework or workplan that describes specific tasks and timeframes for the development of its Green Infrastructure Plan (GI Plan), and receive approval of this workplan by the governing body, mayor, city manager, or county manager by June 30, 2017. The completed Green Infrastructure Plan must be submitted with the 2019 Annual Report.

The following provides an annotated outline for the development of the Town of Colma's Green Infrastructure Workplan (Workplan). This Workplan lists the specific tasks that need to be completed in order to complete the preparation of the various components of the Green Infrastructure Plan, and the timeline for their completion by the deadlines defined within the Municipal Regional Stormwater NPDES Permit (MRP).

Statement of Purpose (MRP Provision C.3.j.i.(1))

The GI Plan will describe how the Town of Colma will shift its impervious surfaces and storm drain infrastructure from gray (traditional) to green. In other words, it will describe how the Town will change their processes and practices over time to convert infrastructure that directs runoff directly into storm drains and receiving waters to green infrastructure that slows runoff by dispersing it to vegetated areas, harvests and uses runoff, promotes infiltration and evotranspiration, and uses bioretention and other green infrastructure practices to treat stormwater runoff.

The GI Plan will also establish "targets" for the amount of impervious surface to be retrofitted with green infrastructure, and will serve as an implementation guide and reporting tool to provide reasonable assurance that urban runoff Total Maximum Daily Load (TMDL) wasteload allocations⁵¹ will be met, and

⁵¹ The Total Maximum Daily Load (TMDL) is a regulatory term which describes the maximum amount of a pollutant that a body of water can receive while still meeting water quality standards. Green Infrastructure is intended to reduce discharge of pollutants (specifically, polychlorinated biphenyls (PCBs) and mercury) to meet the TMDL allocations for the San Francisco Bay.

to set goals for reducing, over the long term, the adverse water quality impacts of urbanization and urban runoff on receiving waters.

The GI Plan will also be used to demonstrate the Town of Colma's long-term commitment to implementation of green infrastructure to help reduce loads of pollutants discharged in stormwater to local waterways.

The GI Plan is intended to expand the definition of Regulated Projects prescribed in Provision C.3.b to include all new and redevelopment projects that create or replace 5,000 square feet or more of impervious surface areas and road projects that just replace existing impervious surface area. It will also provide a mechanism to establish and implement alternative or in-lieu compliance options for Regulated Projects and to account for and justify Special Projects in accordance with Provision C.3.e.

The GI Plan will identify means and methods to prioritize particular areas and projects within the Town's jurisdiction, at appropriate geographic and time scales, for implementation of green infrastructure projects. Further, it will include means and methods to track the area within the Town's jurisdiction that is treated by green infrastructure controls and the amount of directly connected impervious area. As appropriate, it will incorporate plans required elsewhere within the MRP, including plans required for the monitoring of and to ensure appropriate reductions in trash, PCBs, mercury, and other pollutants.

A key part of the GI definition in the MRP is the inclusion of both private and public property locations for GI systems. This has been done in order to plan, analyze, implement and credit GI systems for pollutant load reductions on a watershed scale, as well as recognize all GI accomplishments within a municipality. However, the focus of the GI Plan and Workplan is the integration of GI systems into public rights-of-way. The GI Plan is not intended to impose retrofit requirements on private property, outside the standard development application review process for projects already regulated by the MRP, but may provide incentives or opportunities for private property owners to add or contribute towards GI elements if desired.

Town of Colma Description and Background

Incorporated in 1924, the Town of Colma is located in San Mateo County, and has a jurisdictional area of 1,225 acres. According to the 2010 Census, it has a population of 1572, with a population density of 827.3 people per square mile and average household size of 3.13. Of the 1572 residents who call Town of Colma home, 21.8% are under the age of 18, 9.9% are between 18 and 24, 29.7% are between 25 and 44, 27.2% are between 45 and 64, and 11.4% are 65 or older. The median household income was \$58,750 in 2010.

The Town of Colma was founded as a necropolis and includes cemeteries such as Cypress Lawn Memorial Park, Hills of Eternity, Holy Cross Cemetery and Woodlawn Cemetery. Approximately 80% of the land use in the incorporated limits of the Town is dedicated for open space/cemetery use.

The Town also has a vibrant commercial base that includes Colma Auto Row, Serra Center, and the Metro Mall. Residential area is mostly situated in the Sterling Park neighborhood, near Daly City. There are no schools within the Town's jurisdictional limits.

Land uses within Town of Colma depicted in ABAG (2005) are provided in Table 1. The Town of Colma is primarily comprised of 6 types of land uses.

Table 1. Percentages of the Town of Colma’s jurisdictional area⁵² within land use classes identified by ABAG (2005)

Land Use Category	Jurisdictional Area (Acres)	% of Jurisdictional Area
Commercial and Services	99.1	8.1%
Industrial	18.9	1.5%
Residential	36.0	2.9%
Retail	94.5	7.7%
Urban Parks (<i>primarily cemetery use</i>)	976.5	79.8%

Required Green Infrastructure Plan Elements

To meet MRP requirements, the Green Infrastructure (GI) Plan will need to contain certain mandatory elements, for which related tasks and timeframes are described as follows:

A. Prioritization and Mapping of Green Infrastructure Potential and Planned Projects (C.3.j.i.(2)(a)-(c))

Member Agency Task	SMCWPPP Support	Timeframe
A.1 Work with SMCWPPP to develop a GIS-based modeling tool for use in mapping, prioritizing, and phasing of potential and planned projects.		
A.1.1 Provide data for drafting of San Mateo County Stormwater Resources Plan (SRP).	Prepare Draft SRP.	Task complete.
A.1.2 Support SMCWPPP development of tool during preparation of the Reasonable Assurance Analysis (RAA) to address mercury and PCBs TMDL implementation.	Further develop tool through the RAA process.	Review data input and results of tool, second half of FY 16-17.
A.1.3 Begin using web-based GIS tool ⁵³ for on-going tracking of GI implementation and to support MRP annual reporting.	Support per member agency request.	Tool to be available in second half of FY 16-17 for on-going use.
A.2 Develop prioritization criteria for GI project opportunities.		
A.2.1 Review preliminary criteria established as part of the SRP.	Prepare draft preliminary criteria.	Task complete.

⁵² A Permittee’s jurisdictional area is defined as the urban land area within a Permittee’s boundary that is not subject to stormwater NPDES Permit requirements for traditional and non-traditional small MS4s (i.e. Phase II MS4s) or the California Department of Transportation, or owned and maintained by the State of California, the U.S. federal government or other municipal agency or special district (e.g., flood control district).

⁵³ As currently planned, this tool would allow for viewing of mapping and data. This tool will be accessible via the internet, and will not require a local GIS platform for a Member Agency to view GIS layers.

A.3 Develop mapping and associated database of GI project opportunities with information needed to perform a prioritization assessment of the opportunities.		
A.3.1 Review methodology for new and redevelopment land area, and possible refinements to public property and public streets potential for GI	Develop methodology and initial land area estimate	Task complete.
A.3.2 Review revised estimate of new and redevelopment area, and draft any refinements to property and public streets potential	Revise land use estimate	Task complete.
A.3.3 Review refined mapping and database developed through the RAA, if needed.	Revise mapping and database, if needed.	Initial refinement complete in Feb/March 2017. Potential additional refinement finalized by June 2017.
A.4 Develop phasing plan for GI project opportunities consistent with timeframes of required Mercury and PCB load reductions, by 2020, by 2030, and by 2040; building from the work in identifying potential projects to achieve target load reductions and target amounts of impervious surface, from public and private projects, to be retrofitted over the same time schedule.		
A.4.1 Review volume/sediment capture goals to meet TMDL implementation milestones established through RAA.	Draft capture goals.	RAA finalized by end of June 2017.
A.5 Define the methodology for integration of the GI project opportunities phasing plan into Permittee's long-term planning and capital improvement plans and processes. This should include projects that are intended to be implemented following the current permit term; those that are intended to be implemented to achieve the 2030 and 2040 load reduction targets. ⁵⁴		
A.5.1 Review draft model methodology.	Prepare draft methodology.	Review 1 st quarter FY 17-18.
A.5.2 Review and finalize model methodology.	Refine methodology.	Review and comment on final draft, early November 2017. Accept final model methodology, December 2017.
A.6 Develop and integrate prioritization of GI Potential and Planned Projects into GI Plan for adoption.	Begin 2nd quarter FY 17/18 and complete for inclusion in Annual Report submittal of September 30, 2019	

B. Develop process for tracking and mapping completed projects (C.3.j.i.(2)(d))

Member Agency Task	SMCWPPP Support	Timeframe
B.1 Work with SMCWPPP through GI TAC to identify model methodology for mapping and finalizing database information for projects as they are completed.	Develop publicly accessible element of web-based mapping and data tool.	July through mid-October 2017.
B.2 Identify Permittee-specific department/division responsibilities for mapping and finalizing database information as projects are completed.	Support per member agency request.	December 2017 and February 2018.

⁵⁴ The workplan for completion of prioritized projects, those to be completed by 2020, is included in section F below, related to Provision C.3.j.i.(2)(j) of the MRP.

B.3 Permittees implement pilot period of mapping and database management. During this period the public “portal” of the web-based mapping and data tool will also be piloted.	Support per member agency request.	Mid-February thru mid-May 2018.
B.4 (See SMCWPP Support tasks).	Peer and SMCWPPP review of pilot period mapping and database revisions.	Late May 2018.
B.5 (See SMCWPP Support tasks).	Refine web-based tool for use by member agencies.	June 2018.
B.6 Permittees’ refine and implement tracking procedures, defined under Item A above, and SMCWPPP refines the public “portal”.	Support per member agency request.	Start FY 18-19 and continue through permit term (December 31, 2020).

C. Develop overall Green Infrastructure guidelines, standard specifications, and design details (C.3.j.i.(2)(e)-(f))

Member Agency Task	SMCWPPP Support	Timeframe
C.1 Work with SMCWPPP through GI TAC to develop model San Mateo countywide guidelines, standard specifications, and design details, the San Mateo County Model Green Infrastructure Guidelines and Standards, to implement the range of functions associated with projects, such as: street use for stormwater management and treatment; safe pedestrian travel; use as public space; for bicycle, transit, and vehicle movement; and as locations for urban forestry. These will also include identification of needs and model procedures for coordinated and consistent plan review of private projects, scoping and design for public projects, provisions for public/private implementation and maintenance agreements, and operations and maintenance.		
C.1.1 Review model guidelines and standards reference documents memorandum.	Research reference documents, prepare memorandum.	Task complete.
C.1.2 Review proposed reorganization of model guidelines and standards approach.	Prepare proposed approach.	Task complete.
C.1.3 Review revised scope and schedule for SMCWPPP preparation of model document	Prepare revised scope and schedule	Task complete.
C.1.4 Review draft samples of guidelines and standards sections and provide comments to SMCWPPP.	Prepare draft samples.	April 2017.
C.1.5 Participate in GI TAC workshop to give direction on approach for full model guidelines and standards, refinements to approach, level of detail, etc. based on review sample guidelines and standards	Facilitate GI TAC Workshop	April 2017.
C.1.6 Review full TAC draft of model guidelines and standards and provide comments to SMCWPPP.	Prepare draft model documents.	June 2017.
C.1.7 Approve final comprehensive draft of the model guidelines and standards.	Prepare final model documents.	November 2017.

C.2 Revise existing guidelines, standard specifications, design details, departmental procedures, etc. as needed given the implementation approach for specific Permittees.		
C.2.1 Use web-based platform, provided by SMCWPPP as jurisdiction resource for revising various guidelines and standards documents. ⁵⁵	Support per member agency request.	Nov. 2017 thru Feb. 2018.
C.2.2 Provide feedback to SMCWPPP regarding utility of web-based resource platform.	Revise model documents, as needed.	By end of February 2018.
C.2.3 Finalize Permittee specific development of guidelines and standards; Permittees may choose to adopt the model guidelines and standards.	Support per member agency request.	Start mid-May 2018 and finish approval/adoption by September 30, 2019.

D. Develop requirements for design of projects to meet hydromodification sizing requirements or other accepted sizing requirements (C.3.j.i.(2)(g))

Member Agency Task	SMCWPPP Support	Timeframe
D.1 Work through SMCWPPP and its GI TAC to coordinate with the BASMAA Development Committee's work on a single approach for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.		
D.1.1 Review BASMAA draft recommendations on single approach, <u>not related</u> to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. April 2017. TAC review, est. May 2017.
D.1.2 Review BASMAA draft recommendations on single approach, <u>related</u> to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. mid-March thru April 2018. TAC review, est. May 2018.
D.1.3 Integrate final single approach from BASMAA into GI Plan.	Support per member agency request.	Begin in est. August 2018.

E. Planning document update, summary of updates, and workplan for future plans (C.3.j.i.(2)(h)-(i))

Member Agency Task	SMCWPPP Support	Timeframe
E.1 Work through SMCWPPP through the GI TAC to develop model planning document update language.		
E.1.1 Permittees provide existing planning documents to SMCWPPP for review.	Document and review planning documents.	Task complete.
E.1.2 Review draft model plan update materials from SMCWPPP.	Prepare model plan update report.	Task complete.

⁵⁵ The concept is to make it a resource that would provide access to the model language documents and to also serve as a clearing house for documents that are prepared by Member Agencies. This would be similar to the "21 Elements: Housing Element Update Kit" website (21elements.com)

E.1.3 Begin utilizing final model planning update materials to revise Permittee-specific documents; see below for further details.	Finalize model plan update report. Support per member agency request.	June 2017.
E.2 Make modifications to Permittee-specific planning documents.		
E.2.1 Make needed modifications to planning documents that are currently being updated or created, <u>for other purposes</u> , during the preparation of development of model language, to the extent feasible.	Support per member agency request.	Work of priority/in-progress plans can begin in January 2017 using draft model language and complete for inclusion in the GI Plan. ⁵⁶
E.2.2 Draft modifications or updates to each existing planning document, needing this effort, to appropriately incorporate green infrastructure requirements.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.2.3 Take modified or updated planning documents through necessary public review and approval/adoption processes; see below related to future planning documents.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete prior to end of the permit term (December 31, 2020).
E.3 Develop a summary of planning documents that have been updated or modified to incorporate green infrastructure requirements and improvements.		
E.3.1 Draft summary of modifications made to planning documents as they move through the approval/adoption process, and integrate into Green Infrastructure Plan.	Support per member agency request.	Begin during or before FY 17-18 and complete “these modifications as a part of completing the Green Infrastructure Plan, and by not later than the end of the permit term”. ⁵⁷⁵⁸
E.4 Develop a workplan for on-going integration of language to incorporate green infrastructure requirements in future planning documents.		
E.4.1 Work with SMCWPPP through the GI TAC to develop model language for appropriate policies and/or procedures to ensure language is integrated into future documents.	Develop Model Language.	TAC review April 2017.
E.4.2 Draft Permittee-specific policies and/or procedures.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.4.3 Take Permittee-specific policies and/or procedures through necessary public review and approval/adoption processes.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan. ²

56 GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

57 Provision C.3.j.i.(2)(h) of the MRP, page 46.

58 GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

E.4.4 Summarize Permittee-specific policies and/or procedures and their approval/adoption in Permittee's GI Plan.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan. ²
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F. Workplan for completion of prioritized projects (C.3.i.f.(2)(j))

Member Agency Task	SMCWPPP Support	Timeframe
F.1 Determine need for SMCWPPP support to member agencies for this task.		
F.1.1 Discussions at GI TAC regarding potential for support and definition of scope, if needed.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during April 2017 TAC Meeting.
F.2 Preparation of Permittee-specific workplan to complete prioritized projects.		
F.2.1 Develop and integrate into GI Plan for adoption.	To be determined.	Begin during FY 17-18 and complete for inclusion in the GI Plan. ⁵⁹

G. Evaluation of Funding Options (C.3.j.i.(2)(k))

Member Agency Task	SMCWPPP Support	Timeframe
G.1 Determine need for SMCWPPP support to member agencies for this task.		
G.1.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during February and May 2017 TAC Meetings.
G.1.2 Begin efforts on this work item.	To be determined.	Begin during FY 17-18.
G.2 Preparation of Permittee-specific evaluation of funding options for inclusion in each Permittee's Green Infrastructure Plan.		
G.2.1 Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan. ⁶⁰

H. Adopt other policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation (C.3.j.i.(3))

Member Agency Task	SMCWPPP Support	Timeframe
H.1 Determine need for SMCWPPP support to member agencies for this task.		
H.1.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during January 2017 and May 2017 TAC Meeting.
H.1.2 Begin implementing SMCWPPP support on this work item.	To be determined.	During FY 17-18 in coordination with development of draft model planning update materials.

⁵⁹ GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

⁶⁰ GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

H.2 Preparation and adoption of Permittee-specific policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation.		
H.2.1 Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan. ⁶¹

I. Conduct outreach and education with public, staff, and elected officials (C.3.j.i.(4))

Member Agency Task	SMCWPPP Support	Timeframe
I.1 Conduct public outreach through the efforts being defined in the Five-Year Public Education and Outreach Strategic Plan.		
I.1.1 Review and finalize the Five-Year Public Education and Outreach Strategic Plan.	Prepare draft and final strategic plan.	Begin in 3 rd quarter of FY 16/17.
I.1.2 Implement the Five-Year Public Education and Outreach Strategic Plan as a coordinated SMCWPPP and member agency effort.	On-going support of member agency efforts. Implementation of countywide efforts.	Currently and throughout the permit period.
I.2 Determine scope of SMCWPPP efforts in supporting training of member agency staff, and implement support.		
I.2.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during May 2017 TAC Meetings.
I.2.2 Implement support of training of member agency staff.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4 th quarter of FY 16-17.
I.3 Determine scope of SMCWPPP efforts in supporting educating member agency elected officials, and implement support.		
I.3.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during May 2017 TAC Meetings.
I.3.2 Implement support of education of member agency elected officials.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4 th quarter of FY 16-17.

J. Report on Green Infrastructure Planning Efforts (C.3.j.i.(5))

Member Agency Task	SMCWPPP Support	Timeframe
J.1 Each Permittee shall submit documentation in the 2017 Annual Report that its framework or workplan for development of its Green Infrastructure Plan was approved by its governing body, mayor, city manager, or county manager.	Support per member agency request.	Complete GIP Workplans by June 30, 2017 and submit as part of 2017 Annual Report by September 30, 2017.

⁶¹ GI Plan is to be completed by June 30, 2019 and submitted as part of 2019 Annual Report by September 30, 2019, and the end of the permit term is December 31, 2020.

FY 2016-2017 Annual Report
Permittee Name: Town of Colma

GI

J.2 Each Permittee shall submit its completed Green Infrastructure Plan with the 2019 Annual Report.	Support per member agency request.	Complete by June 30, 2019, and submit by September 30, 2019 as part of 2019 Annual Report.
J.3 Each Permittee shall submit documentation of its legal mechanisms to ensure implementation of its Green Infrastructure Plan with the 2019 Annual Report. [related to Provision C.3.j.i.(3), see section H above.]	Support per member agency request.	Complete by June 30, 2019, and submit as part of 2019 Annual Report by September 30, 2019.
J.4 Each Permittee shall submit a summary of its outreach and education efforts in each Annual Report.	Support per member agency request.	Complete and submit by September 30 th of each permit term year: 2016 through 2020.